

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
E-Mail: BC\_County\_Board@co.brown.wi.us  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### **"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that  
the following meetings will be held**

**THE WEEK OF  
September 19 – 23, 2016**

- |   |  |  |
|---|--|--|
| <b><u>MONDAY, SEPTEMBER 19, 2016</u></b>    |  |  |
| *3:30 pm                                    | Housing Authority  | Room 604, City Hall<br>100 N. Jefferson Street             |
| <b><u>TUESDAY, SEPTEMBER 20, 2016</u></b>   |  |  |
| *4:30 pm                                    | Veterans' Recognition Subcommittee   | Room 201, Northern Building<br>305 E. Walnut Street        |
| <b><u>WEDNESDAY, SEPTEMBER 21, 2016</u></b> |  |  |
| *6:15 pm                                    | Planning, Development & Transportation Committee – <i>Special Meeting</i>    | Room 207, City Hall<br>100 N. Jefferson Street             |
| * 7:00 pm                                   | Brown County Board of Supervisors  | Legislative Room 203, City Hall<br>100 N. Jefferson Street |
| <b><u>THURSDAY, SEPTEMBER 22, 2016</u></b>  |  |  |
| *8:30 am                                    | Aging & Disability Resource Center Board of Directors – <i>Note Location</i> | Curative Connections<br>2900 Curry Lane                    |

**FRIDAY, SEPTEMBER 23, 2016**  
(No Meetings)

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, September 19, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the August 15, 2016, meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Letter from HUD dated August 23, 2016, regarding Calculation of 20 Percent Limit under the Project-Based Voucher Program

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

4. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

The Authority may convene in closed session pursuant to Wis. Stat. 19.85(1)(g) which states a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**NEW BUSINESS:**

5. Discussion and approval to write off a BCHA loan for \$3,982.
6. Appointment of Cheryl Renier-Wigg as BCHA Executive Director.
7. Discussion and action regarding Request for Proposals for Project Based VASH Vouchers
8. Public hearing to receive input on the Brown County Housing Authority 2016 Annual Agency Plan.
9. Review and approval of Brown County Housing Authority 2016 Annual Agency Plan.
10. Approval of Audited Financials for FYE December 31, 2015.

**INFORMATIONAL:**

11. Feedback from landlord solicitation on a possible landlord liaison position.
12. Status of re-recording all BCHA loans approaching 30 years or more

**BILLS:****FINANCIAL REPORT:****STAFF REPORT:**

13. Date of next meeting: October 17, 2016

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## **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**  
**Ed Koslowski, Vice Chair**  
Louise Dahlke, Jim Haskins,  
Delores Pierce, Duane Pierce,  
Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1730**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**TUESDAY, September 20, 2016**

**4:30 pm**

**Room 201, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of August 16, 2016.
5. Update re: Honor Rewards Program.
6. Update re: 2016 Veterans' Appreciation Day at the Brown County Fair.
7. Report from CVSO Jerry Polus.
8. Comments from Carl Soderberg.
9. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

**Bernie Erickson, Chair**

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Wednesday, September 21, 2016**

**6:15 p.m.**

**Room 207, City Hall**

**100 N. Jefferson Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Resolutions/Ordinances**

1. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times.
2. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

### **Port & Resource Recovery**

3. Budget Adjustment Request (16-84): Reallocation between two or more department, regardless of amount – Transfer of 973 Haven Place property from Treasurer's office to Port & Resource Recovery Department.

### **Other**

4. Such other matters as authorized by law.
5. Adjourn.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, September 21, 2016 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

## NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

## PRESENTATION

### Presentation regarding possible Jail Expansion

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of August 17, 2016.**
4. **Announcements of Supervisors.**
5. **Communications:**
  - a. Late Communications. (None)
6. **Appointments:**

**County Executive:**

  - a. Appointment/Confirmation of David P. Hemery as Brown County Corporation Counsel.

**7. Reports by:**

- a. County Executive.
- b. County Board Chair.

**8. Other Reports: (None)**

**9. Standing Committee Reports:**

**a. Report of Administration Committee of September 7, 2016:**

- 1. Distribution and Configuration of Supervisor iPads to Administration Committee Members. *No action needed.*
- 2. Review minutes of Housing Authority (July 18, 2016). Receive and place on file.
- 3. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure County Board policies are followed, and present them yearly to Administration to ensure compliance. Receive and place on file.
- 4. Communication from Supervisor Campbell to establish a Personnel Committee for Brown County. Receive and place on file.
- 5. Communication from Supervisor Van Dyck re: Change the health insurance benefit year from a calendar year 01/01-12/31 to a fiscal year 03/01-02/28. Refer to Human Resources to get the feedback of implications of such a change.
- 6. Communication from Supervisor Lefebvre re: That all further employee termination investigations by HR, all questions be typed, recorded or videotaped. Refer to Human Resources for standardization of future employee termination investigations: policies, questions, etc.
- 7. Brown County Financial Statement Results – Levy Funded Departments as of July 2016. Receive and place on file.
- 8. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times. To approve. See Resolutions and Ordinances.
- 9. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions and Ordinances.
- 10. HR - Budget Status Financial Report for July 2016. Receive and place on file.
- 11. HR - Turnover Report. Receive and place on file.
- 12. HR - Department Vacancies Report. Receive and place on file.
- 13. HR - Position Approval Lists. Receive and place on file.
- 14. HR - Resolution Approving a RFP for a Classification and Compensation Study with Arthur J. Gallagher & Co. and a Budget Adjustment to use General Fund Balance to cover the expense. To approve. See Resolutions and Ordinances.
- 15. Human Resources Report. Receive and place on file.
- 16. Treasurer - Budget Performance Report for the period of July 2016. Receive and place on file.
- 17. Treasurer - Discussion – Action Treasurer’s Office Items as follows:
  - a. 2017 Municipal Tax Collection Agreement - Revised. To adopt this policy as proposed by the Treasurer with the addition that the municipality count opt out. Carried 3 to 2.
  - b. Policy for Handling Tax Overpayments. *No action taken.*
- 18. Child Support - Budget Status Financial Report for July 2016. Receive and place on file.
- 19. Child Support - Departmental Opening Summary. Receive and place on file.
- 20. Child Support - Director Summary. Receive and place on file.
- 21. Technology Services - Budget Status Financial Report for July 2016. Receive and place on file.
- 22. Technology Services - Budget Adjustment Request (16-80): Any increase in expenses with an offsetting increase in revenue. To approve.
- 23. Technology Services - Technology Services Monthly Report. Receive and place on file.
- 24. Dept. of Admin - Budget Status Financial Report for July 2016. Receive and place on file.
- 25. Dept. of Admin - Departmental Opening Summary. Receive and place on file.
- 26. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.

27. Dept. of Admin - Director's Reports. Receive and place on file.
28. Audit of bills. To pay the bills.

**b. Report of Education & Recreation Committee – August 25, 2016:**

1. Review Minutes of:
  - a. Library Board (June 16, 2016 and June 21, 2016). To approve.
  - b. Neville Public Museum Governing Board (July 11, 2016 and August 8, 2016). To approve.
2. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. Hold for one month.
3. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure County Board policies are followed, and present them yearly to Administration to ensure compliance. Receive and place on file.
4. Communication from Supervisor Dantine re: To have Administration look into the cost and feasibility to demo the arena, sell the library downtown and sell the museum and build a facility at the arena site to accommodate all the venues, new arena, library, and museum. Receive and place on file.
5. Museum Budget Status Financial Report for June and July 2016 (Unaudited). Receive and place on file.
6. Museum Director's Report. Receive and place on file.
7. Golf Course - Budget Status Financial Reports for June and July 2016 (Unaudited). Receive and place on file.
8. Golf Course - Superintendent's Report. Receive and place on file.
9. Park Mgmt. - Budget Status Financial Report for June 2016 (Unaudited). Receive and place on file.
10. Park Mgmt. - Approval of 2016 hunting dates and seasons in the Parks. To approve.
11. Park Attendance and Field Staff Reports for June 2016. Receive and place on file.
12. Park Mgmt. - Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as "Parks and Recreation Facilities" and "Public Health, Safety, Welfare, and Protection". To approve the ordinance to amend Chapters 8 and 30 of the Brown County Code. See Resolutions and Ordinances.
13. Park Mgmt. - Assistant Director's Report. Receive and place on file.
14. NEW Zoo - Budget Status Financial Reports for June 2016 (Unaudited). Receive and place on file.
15. NEW Zoo - 2017 Executive Bonding Proposal and Capital Improvements Program including Non Bonding Requests. To approve.
16. NEW Zoo - Director's Report and ZOO Monthly Activity Reports. Receive and place on file.
17. NEW Zoo - Resch Centre/Arena/Shopko Hall – Complex Attendance for Veterans Memorial Complex for July 2016. Receive and place on file.
18. Audit of bills. To pay the bills.

**c. Report of Executive Committee of September 12, 2016:**

1. Review Minutes of:
  - a. LEAN – Brown County Continuous Improvement Steering Committee (July 7, 2016). Receive and place on file.
2. Review and Possible Action on Legal Bills to be paid. To approve.
3. Communication from Supervisors Sieber and Linsen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *July motions: To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify possible penalties and bring back. Carried 5 to 2; Motion to refer the current complaint to the Ethics Board for review. Hold for 90 days.*
4. Communication from Supervisor Van Dyck re: Rescind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure" made by the County Board in 2014. *Motion at July Exec: To refer this to Corporation Counsel to redraft showing all grievances going back to the full County Board including the reference in 4.94. Hold until the Chapter 4 re-write update is provided.*



5. Communication from Supervisor Erickson re: Jail Overcrowding. After discussions with Sheriff John Gossage and Judge Don Zuidmulder I am proposing to have a judge or court commissioner work a few hours on Saturday to review the case load that comes in on the weekend so arrangements can be made to release a percentage of those arrested to lighten the jail capacity on weekends. Judge Zuidmulder and Sheriff Gossage both have concluded that this is a good idea and would provide some capacity relief. Refer to Criminal Justice Coordinating Board.
6. Communication from Supervisor Van Dyck re: Change the health insurance benefit year from a calendar year 01/01-12/31 to fiscal year 03/01-02/28. Refer to staff.
7. Communication from Supervisor Buckley re: To have the Treasurer bring the Haven Place parcel that was recently taken due to back taxes before disposal of the property. Receive and place on file Item 7. Carried 6 to 1.
8. Communication from Supervisor Schadewald re: This communication is my request for the Public Safety Committee to propose a resolution to send to the WI State Legislators and the Governor voicing our support to provide benefits similar to our U.S. armed forces to our public safety personnel who are killed in the line of duty. Receive and place on file.
9. Resolution Adopting Brown County's 2017 Five-Year Capital Improvement Plan. To approve. Carried 5 to 2.
10. An Ordinance Creating Section 4.57(5) of the Brown County Code Entitled, "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. To amend Section 1 (5) to read as follows, "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. Non-exempt employees of the Airport and Highway Department shall receive one and one half (1.5) times their regular hourly rate of pay for all hours worked outside the established workday and/or the established workweek set by the Department Head so long as consistent with governing law, including the Federal Fair Labor Standards Act and the state's wage and hour laws" and then send to HR for cost estimates and recommendations and bring back next month. See Resolutions and Ordinances.
11. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To hold 30 days.
12. Resolution re: The Position of Chief Deputy in the Sheriff's Department. To strike the sentence in the fifth Whereas that reads "Other positions in this pay grade included the Airport Director, Director of Port and Resource Recovery, Director of Public Safety Communications and the Zoo Director and to strike the sixth Whereas in its entirety. See Resolutions and Ordinances.
13. Resolution Approving a RFP for a Classification and Compensation Study with Arthur J. Gallagher & Co. and a Budget Adjustment to use General Fund Balance to cover the expense. To approve. Carried 6 to 1. See Resolutions and Ordinances.
14. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times. To approve. See Resolutions and Ordinances.
15. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. To approve. Carried 6 to 1. See Resolutions and Ordinances.
16. Brown County Financial Statement Results—Levy Funded Departments as of June 2016.
  - i. To suspend the rules to take Items 16 & 17 together.
  - ii. To approve Items 16 & 17.
17. Brown County Financial Statement Results – Levy Funded Departments as of July 2016. See Item 16.
18. Internal Auditor Report.
  - a. Presentation of the 2015 Comprehensive Annual Financial Report (previously distributed), Federal Awards and State Financial Assistance Report and Management Communications (to be distributed) by David Maccoux, Schenck, SC. *Item was struck from agenda.*
  - b. Discussion – City of Green Bay Personnel Committee.
    - i. City of Green Bay Personnel Committee.
    - ii. Brown County Chapter 4 – Personnel Rules and Regulations. Refer to Administration Committee and Human Resources Department for review and recommendations.
  - c. Board of Supervisors Budget Status Financial Report – July 2016 (Unaudited). Receive and place on file.
  - d. Monthly Status Update: August 1 – August 31, 2016. Receive and place on file.
19. Treasurer - ACTION - Review and approval or rejection of bids/selling prices for tax deed properties: (Bid results of 9-7-16).

a.	Parcel #	Municipality	Address	Starting Bid	High Bid	#of Bids
	21-1449	City of Green Bay	216 Quinton St.	\$ 3,000	\$ 5,075	12

To approve the bid by Tom Didier in the amount of \$5,075 for Parcel 21-1449.

- b) City of Green Bay Redevelopment Authority considering the following 3 parcels:

- i) Green Bay Parcel 8-156 at 1409 Elm St.

Municipal cost = \$ 1,496.42 (TIP) + approx. \$ 275.00 2016 taxes

Special Assessment, Special Interest & Penalty due = \$ 7,501.71.

To suspend the rules to take Items 19 bi, ii & iii together.

- ii) Green Bay Parcel 6-475 at 1634 Sixth St.

Municipal cost = \$ 14,554.98 (TIP) + approx. \$ 800.00 2016 taxes

Special Assessment, Special Interest & Penalty due = \$ 17,705.01.

- iii) Green Bay Parcel 14-309 at 115 S Van Buren St.

Municipal cost = \$ 21,959.84 (TIP) + approx. \$ 1,000.00 2016 taxes

Special Assessment, Special Interest & Penalty due = \$ 143,519.25.

To approve Items 19 bi, ii & iii.

- c) Brown County intra-County transfer purchase being considered for parcel:

Hobart Parcel HB-855-3 at 973 Haven Place

County cost = \$ 72,902.56 (TIP) + approx. \$ 7,700 2016 taxes\*

Special Assessment, Special Interest & Penalty due = \$ 26,775.73.

\*The current assessed valuation of \$401,800 will result in a 2016 tax bill in the ballpark of \$ 7,700 due 1-31-2017 because the parcel was taxable on January 1, 2016.

That the Executive Committee approve the interdepartmental transfer from the Treasurer's Department to Port and Resource Recovery for \$107,378.29 contingent upon the approval of the \$107,378.29. Carried 5 to 2.

- d) Parcel 21-1293-2 at 1739 Main St. – Discussion – Direction to Proceed.

To hold for 30 days and direct Treasurer Zeller to go back to the two parties and seek an offer if they are interested.

20. Human Resources Report. Receive and place on file.

21. County Executive Report - Budget Status Financial Report for July 2016. Receive and place on file.

#### **d. Report of Human Services Committee of August 24, 2016::**

1. Review Minutes of:

- a. Children With Disabilities Education Board (August 9, 2016). Receive and place on file.

- b. Mental Health Ad Hoc Committee (April 15, 2016). Receive and place on file.

- c. Veterans' Recognition Subcommittee (July 19, 2016). Receive and place on file.

2. Communication from Supervisor Schadewald re: This communication is my request that the annual payment from Duke Energy for the Shirley Wind Project be placed in a segregated fund in the 2017 budget under the Health Dept. for use in a study of health effects of wind turbines on residents of Brown County. To return the funds to the Human Services budget under the Health Department.

3. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure County Board policies are followed, and present them yearly to Administration to ensure compliance. To have Department Heads review County Board policies and ordinances and have a general review by the end of the year.

4. Wind Turbine Update - Update for Environmental Division on complaint process. *No action taken.*

5. Wind Turbine Update - Cost of peer review. To hold for one month.

6. Wind Turbine Update - Questions for Attorney General. To hold for one month.

7. Wind Turbine Update - Receive new information. *No action taken.*

8. Hum Svc Dept. - Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting. Bring this back when the report is done.*

9. Hum Svc Dept. - Executive Director's Report. Receive and place on file.

10. Hum Svc Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.

11. Hum Svc Dept. - Statistical Reports.

- a. CTC Staff – Double Shifts Worked. To suspend the rules and take Items 11 a-d together.

- b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital. See 11d.

- c. Child Protection – Child Abuse/Neglect Report. See 11d.

- d. Monthly Contract Update. Receive and place on file Items 11a-d.
- 12. Hum Svc Dept. - Request for New Non-Continuous Vendor and New Vendor Contract. To approve.
- 13. Audit of bills. To pay the bills.

**e) Report of Planning, Development and Transportation Committee of August 22, 2016:**

- 1. Review minutes of:
  - a. Board of Adjustment (July 18, 2016). Receive and place on file.
  - b. Harbor Commission (May 9, 2016). Suspend the rules to take Items 1 b, c & d together.
  - c. Planning Commission Board of Directors (June 1, 2016). See 1d.
  - d. Solid Waste Board (May 16, 2016). Receive and place on file Items 1 b, c & d.
- 2. Communication from Supervisor Bernie Erickson re: Holiday pay equal to scheduled hours for week. Example: 8 hours work equals 8 hours holiday pay; 10 hours work equals 10 hours holiday pay. To approve and send to Human Resources and/or Corporation Counsel to make appropriate ordinance changes to Chapter 4 and bring back to PD&T Committee in September.
- 3. Planning Commission - Update regarding development of the Brown County Farm property – standing item. Receive and place on file.
- 4. Planning Commission - Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
- 5. Planning Commission - PUBLIC HEARING – 6:30 p.m. to obtain public comment regarding proposed repeal and recreation.
  - a. Amendment to Chapter 21 – Land Division and Subdivision Ordinance. To approve the amendment to Chapter 21. See Resolutions and Ordinances.
- 6. Zoning - PUBLIC HEARING – 6:30 p.m.
  - a. Chapter 22 Brown County Shoreland and Wetlands Ordinance. To accept changes to Chapter 22. See Resolutions and Ordinances.
- 7. Zoning - Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
- 8. Property Listing - Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
- 9. UW-Extension - Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
- 10. UW-Extension - Director's Report. To hold until Judy Knudsen arrives.
- 11. Airport - Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
- 12. Airport - Departmental Opening Summary. Receive and place on file.
- 13. Airport - Discussion and action re: Demolition Bids – Old Flight Services Building. To accept the bid for Badgerland Demolition & Earthwork, Inc. for a sum not to exceed \$68,500.
- 14. Airport - Discussion and action re: Demolition Bids – Runway Tavern Demolition. To approve Excess Excavating for \$44,570.
- 15. Airport - Director's Report. Receive and place on file.
- 16. Ref from July County Board - An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To hold until September PD&T meeting. See Resolutions and Ordinances.
- 17. Public Works - Summary of Operations. Receive and place on file.
- 18. Public Works - Director's Report. Receive and place on file.
- 19. Public Works - CTH MM Speed Limit Report. To hold for 60 days with increase in sheriff coverage.
- 20. Public Works - Update regarding potentially reducing the speed on Dutchman Road to 45 miles per hour. To combine Items 19 & 20 into one agenda item and hold for 60 days.
- 21. Public Works - Report & Discussion re: Housekeeper Turnover - Department Vacancies Report as of June 2016. To hold for 30 days.
- 22. Public Works - An Ordinance creating Section 4.57(5) of the Brown County Code entitled "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. To approve and send to Executive Committee with the fiscal impact language from the submission form and place it on the bottom of the actual ordinance. See Resolutions and Ordinances.
- 23. Reg. of Deeds - Budget Status Financial Report for July, 2016. *No action taken.*
- 24. Reg. of Deeds - Departmental Opening Summary. *No action taken.*
- 25. Audit of bills. *No action taken.*

**ei) Report of Land Conservation Subcommittee of August 22, 2016:**

1. Departmental Openings Summary. Receive and place on file.
2. Budget Status Financial Report for July 2016 (Unaudited). Receive and place on file.
3. Budget Adjustment Request (#16-71): Any increase in expenses with an offsetting increase in revenue. To approve.
4. Cost share Funds Transfer Agreement with Shawano County. To approve.
5. Director's Report:
  - a. Land & Water Plan Review. Receive and place on file.

**eii) Report of Special Planning, Development and Transportation Committee of September 21, 2016:**

1. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times. *Motion pending Special September 21<sup>st</sup> meeting.*
2. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. *Motion pending Special September 21<sup>st</sup> meeting.*
3. Port & Resource Recovery - Budget Adjustment Request (16-84): Reallocation between two or more department, regardless of amount – Transfer of 973 Haven Place property from Treasurer's office to Port & Resource Recovery Department. *Motion pending Special September 21<sup>st</sup> meeting.*

**f) Report of Public Safety Committee of September 7, 2016:**

1. Review minutes of:
  - a. Criminal Justice Coordinating Board (June 9, 2016). See 1b.
  - b. Fire Investigation Task Force Board of Directors (June 9, 2016). Receive and place on file Items 1 a & b.
2. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. Receive and place on file.
3. Communication from Supervisor Schadewald re: This communication is my request for the Public Safety Committee to propose a resolution to send to the WI State Legislators and the Governor voicing our support to provide benefits similar to our U.S. armed forces to our public safety personnel who are killed in the line of duty. To forward to Executive Committee.
4. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure County Board policies are followed, and present them yearly to Administration to ensure compliance. To send this to Human Resources to develop a repository of policies for department heads, staff and the public and report to Administration Committee.
5. Communication from Supervisor Erickson re: Jail Overcrowding. After discussions with Sheriff John Gossage and Judge Don Zuidmulder I am proposing to have a judge or court commissioner work a few hours on Saturday to review the case load that comes in on the weekend so arrangements can be made to release a percentage of those arrested to lighten the jail capacity on weekends. Judge Zuidmulder and Sheriff Gossage both have concluded that this is a good idea and would provide some capacity relief. To forward this to the Criminal Justice Coordinating Board.
6. Communication from Supervisor Buckley re: Request that the Human Services Director attend the next Public Safety meeting to explain how an inmate escaped from the secure portion of the CTC Center. To hold for one month.
7. Resolution to Approve Legislation Allowing Counties to Seize Drunk Drivers' Vehicles. To refer to the Clerk of Courts to obtain the numbers requested.
8. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times. To approve. See Resolutions and Ordinances.
9. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. *No action taken.* See Resolutions and Ordinances.

10. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for July 2016. Receive and place on file.
11. Circuit Courts, Commissioners, Probate - Discussion and possible formation of an OWI Court – Judge Zuidmulder. To have Judge Zuidmulder come back in December with additional information.
12. Sheriff - Budget Status Financial Report for July 2016. Receive and place on file.
13. Sheriff - Resolution re: The position of Chief Deputy in the Sheriff's Department. To approve. Carried 4 to 1. See Resolutions and Ordinances.
14. Sheriff's Report. Receive and place on file.
15. District Attorney - 2017 Executive Bonding Proposal and Capital Improvement Program (CIP). Receive and place on file.
16. District Attorney Report. Receive and place on file.
17. Medical Examiner - Budget Status Financial Report for July 2016. Receive and place on file.
18. Medical Examiner - 2016 Brown County Medical Examiner Activity Spreadsheet. Receive and place on file.
19. Emergency Mgmt. - Budget Status Financial Report for July 2016. Receive and place on file.
20. Emergency Mgmt. - Director's Report. Receive and place on file.
21. Public Safety Communications - Budget Status Financial Report for July 2016. Receive and place on file.
22. Public Safety Communications - Directors Report. Receive and place on file.
23. Clerk of Courts - Budget Status Financial Report for July 2016. Receive and place on file.
24. Audit of bills. To pay the bills.

## **10. Resolutions & Ordinances:**

### **Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

### **Administration, Executive Committee, Public Safety Committee and Special Planning, Development & Transportation Committee**

- b. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,970,000 General Obligation Promissory Notes of Brown County, Wisconsin in One or More Series at One or More Times. Motion at Admin: To approve; Motion at Exec: To approve; Motion at Public Safety: To approve; *Special PD&T Motion Pending September 21<sup>st</sup> meeting.*
- c. Initial Resolution Authorizing the Issuance of Approximately \$6,070,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. Motion at Admin: To approve; Motion at Exec: To approve; Motion at Public Safety: *No action taken; Special PD&T Motion Pending September 21<sup>st</sup> meeting.*

### **Administration Committee and Executive Committee**

- d. Resolution Approving a RFP for a Classification and Compensation Study with Arthur J. Gallagher & Co. and a Budget Adjustment to use General Fund Balance to cover the expense. Motion at Admin: To approve; Motion at Exec: To approve.

### **Education & Recreation Committee**

- e. Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as "Parks and Recreation Facilities" and "Public Health, Safety, Welfare, and Protection". Motion at Ed & Rec: To approve the ordinance to amend Chapters 8 and 30 of the Brown County Code.

### **Public Safety Committee**

- f. Resolution to Approve Legislation Allowing Counties to Seize Drunk Drivers' Vehicles. Motion at Public Safety: To refer to the Clerk of Courts to obtain the numbers requested.

### **Executive Committee**

- g. Resolution Adopting Brown County's 2017 Five-Year Capital Improvement Plan. Motion at Exec: To approve.

### **Executive Committee and Planning, Development & Transportation Committee**

- h. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". Motion at PD&T: To hold until September PD&T meeting; Motion at Exec: To hold 30 days.
- i. An Ordinance Creating Section 4.57(5) of the Brown County Code Entitled, "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. Motion at PD&T: To approve and send to Executive Committee with the fiscal impact language from the submission form and place it on the bottom of the actual ordinance; Motion at Exec: To amend Section 1 (5) to read as follows, "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. Non-exempt employees of the Airport and Highway Department shall receive one and one half (1.5) times their regular hourly rate of pay for all hours worked outside the established workday and/or the established workweek set by the Department Head so long as consistent with governing law, including the Federal Fair Labor Standards Act and the state's wage and hour laws" and then send to HR for cost estimates and recommendations and bring back next month.

**Planning, Development & Transportation Committee**

- j. An Ordinance to Amend Section 21.70 of the Brown County Code of Ordinances Entitled "Planned Unit Developments". Motion at PD&T: To approve the amendment to Chapter 21.
- k. An Ordinance to Repeal and Replace the Table of Contents to Chapter 22 of the Brown County Code of Ordinances, as Found Under the Portion Entitled "Chapter and Section Outline", and Chapter 22 of the Brown County Code of Ordinances Entitled Shorelands and Wetlands. Motion at PD&T: To accept changes to Chapter 22.

**Executive Committee and Public Safety Committee**

- l. Resolution re: The Position of Chief Deputy in the Sheriff's Department. Motion at Public Safety: To approve; Motion at Exec: To strike the sentence in the fifth Whereas that reads "Other positions in this pay grade included the Airport Director, Director of Port and Resource Recovery, Director of Public Safety Communications and the Zoo Director and to strike the sixth Whereas in its entirety.

**Referred back from July County Board**

- m. An Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure".

- 11. **Closed Sessions:** None.
- 12. **Such other matter as authorized by law.**
- 13. **Bills over \$5,000 for period ending August 31, 2016.**
- 14. **Closing Roll Call.**
- 15. **Adjournment to Wednesday, October 19, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING**

**Thursday, September 22, 2016**

**Board Meeting 8:30 a.m.**

**Curative Connections: 2900 Curry Lane, Green Bay WI**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of August 25, 2016	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"><li>• Must be limited to items not on the agenda</li><li>• State name and address for the record</li><li>• Comments will be limited to five minutes</li><li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li></ul>		
8:42	6. Finance Report <ul style="list-style-type: none"><li>a. Review and approval of August 2016 Finance Report</li><li>b. Review and approval of Restricted Donations</li></ul>	Yes Yes	Yes Yes
8:50	7. Transportation Evaluation Report-Brown County Planning-Aaron Schuette	Yes	Yes
9:20	8. Directors Report <ul style="list-style-type: none"><li>a. Request for C1- C2 Transfer for Nutrition Program</li><li>b. De Pere Nutrition Program Contract Change Request</li></ul>	Yes Yes	Yes Yes
9:30	9. Staff Report: Barb Michaels- Prevention		
10:00	10. Curative Connections-Tour and Program Review		
10:20	11. Legislative Updates		
10:22	12. Announcements		
10:25	13. Next Meeting – October 27, 2016		
10:30	14. Adjourn		Yes

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Marvin Rucker, Chairperson  
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"



## SEPTEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5  <i>County Board Office Closed</i>	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8	9	10
11	12 Executive Cmte 5:30 pm	13	14 Mental Health Ad Hoc Cmte 12:00 pm	15	16	17
18	19	20 Veterans Recognition Subcmte 4:30 pm	21 Special PD & T 6:15 pm <b>Board of Supervisors 7:00 pm</b>	22	23	24
25	26 Land Con 6:00 pm PD&T 6:15 pm	27	28 Human Services Cmte 5:30 pm	29 Ed & Rec 5:30 pm @ Way Morr Park	30	



## OCTOBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Admin Cmte 6:15 pm Budget Meeting	6	7	8
9	10 Exec Cmte 4:30 pm	11	12 Public Safety 5:00 pm Budget Meeting	13 Criminal Justice Coord. Board 8:00 am	14	15
16	17	18 Ed & Rec 4:00 pm Budget Meeting Veterans Rec. Subcmte 4:30 pm	19 Mental Health Ad Hoc 12:00 pm Special Exec 6:45 pm <b>Board of Supervisors 7:00 pm</b>	20 Human Services 5:30 pm Budget Meeting	21	22
23	24 Executive Cmte 5:30pm Budget Meeting	25	26	27	28	29
30 	31	1-Nov	2-Nov Board of Supervisors Budget Mtg 9am	3-Nov	4-Nov	5-Nov

*\*Please Note - Committee Budget Dates are now being scheduled. Human Services & PD&T dates are pending*



## **BROWN COUNTY COMMITTEE MINUTES**

- Harbor Commission (July 18, 2016)
- Housing Authority (August 15, 2016)
- Library Board & Ed and Rec Joint Meeting (August 18, 2016)
- Mental Health Treatment Ad Hoc Committee (August 24, 2016)
- Neville Public Museum Governing Board (September 12, 2016)
- Planning Commission Board of Directors (August 3, 2016)
- Rural Specialized Transportation Need Study Advisory Committee (June 7 & August 23, 2016)
- Solid Waste Board (July 18, 2016)
- Transportation Coordinating Committee (June 13, 2016)
- Veteran's' Recognition Subcommittee (August 16, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

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A meeting was held on **Monday, July 18<sup>th</sup>, 2016**  
Jack Day Center 90 Bay Beach Road, Green Bay, WI 54302

1) The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: Vice President Bryan Hyska  
Commissioner Bernie Erickson  
Commissioner Hank Wallace  
Commissioner Mike Vizer  
Commissioner Peter Zaehringer  
Commissioner Ngosong Fonkem  
Commissioner Ron Antonneau

Excused: President Tom Klimek  
Commissioner Tim Feldhausen

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR  
Jim & Sylvia Graefe  
Karl Mueller, GLC Minerals, LLC  
Holly Bellmund, GLC Minerals, LLC  
Beth Olson, WDNR  
Randy Siewert, RGL Holdings  
Richard Feeney, Tetra Tech  
Troy Gawronski, Foth

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Hank Wallace and seconded by Mike Vizer.**  
Unanimously approved.

4) Approval/Modification – May 9<sup>th</sup>, 2016 Meeting Minutes

**A motion to approve the minutes of May 9<sup>th</sup>, 2016 was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved.**

5) Announcements/Communication

No announcements were made.

6) Fox River Environmental Clean-Up Project – Public Comments/Update on Standing Item

Mr. Feeney from Tetra Tech stated that dredging will not be completed this year. In 2017 dredging will continue past I-43. It is unsure if capping will be completed in 2017 as planned.

7) 2017 Budget – Request for Approval

Mr. Haen explained the Port's portion of the Port & Resource Recovery budget to the Harbor Commissioners. The big item under the Port budget is to close out the Cat Island Chain project with the Wisconsin Department of Transportation (WDOT), as well as completing ownership transfer on Renard Island and looking into its end use. In the 2016 budget, money was set aside for the Port to have an economic impact study done with the other Great Lakes ports. Due to the increase coordination resulting from changes in federal Canadian funding the entire study has been moved to be done in 2017. The Port does not foresee applying for any prospective grants in 2017.

Included in the Capital Improvement Plan is the plan to expand Bay Port in 2019. Beneficial reuse of the dredge material continues to prove difficult. Bay Port expansion was planned years ago to occur on the County owned property currently used as the City of Green Bay's composting facility. The purchase agreement allowed the City 10-years free use the land which expires in February 2017. Since the land is not needed for at least three years a draft lease agreement has been forwarded to the City for consideration.

Budget changes included classifying the Department's summer intern(s) to a Limited Term Employees giving the Department the flexibility to hire these individuals at a rate higher than \$7.75/hour. Of the total port budget of \$300,000, \$100,000 is staff salaries and fringe benefits; another \$100,000 is fixed expenses leaving \$100,000 of discretionary spending. The Department will save a few thousand dollars on its American Great Lakes Ports Association (AGLPA) fees as AGLPA is restructuring their member dues. Large changes in discretionary spending include \$47,000 in professional services for Cat Island and Renard Island work and \$15,000 in contracted services for work at Bylsby.

Commissioner Hyska wondered if there are any grants available to the Port to pursue in 2017. Mr. Haen explained that there are always grants available; however, the Port does not have any forthcoming projects to make the port an eligible applicant.

Commissioner Hyska asked what additional benefits a Limited Term Employee would receive. Mr. Haen stated that there are no additional benefits, earned time off, etc. owed to a Limited Term Employee.

Commissioner Hyska asked whether any public or private entities have approached the Department with a plan for end use for Renard Island. Mr. Haen stated that until is the County

has ownership of the island and causeway from the feds there is nothing to talk about. There are still several steps to take before ownership is transferred.

Mr. Haen directed the Commissioners' attention to the Statement of Funds and briefly explained how each line item is spent and how money is accumulated in each account.

Commissioner Wallace asked if the Harbor Fee is on a dated schedule. Mr. Haen explained that the Harbor Fee is charged to terminal operators based on their tonnage for the prior year. This money is collected for sole use by the direction of the terminal operators. A couple of years ago they committed all of the money for the Cat Island Restoration project and harbor dredging.

Commissioner Zaehring asked if all ports around the Great Lakes see the same tonnage cycle as the Port of Green Bay. Mr. Haen explained that the Great Lakes as a whole mirror the Port of Green Bay's activities. Ironically, the tonnage that is brought into the Port of Green Bay more clearly represents the state of the economy. Other ports are more volatile and their increase or decrease in cargo is based on many factors including transportation changes, the world economy, demand for food, etc.

**A motion to approve the 2017 Budget was made by Hank Wallace and seconded by Peter Zaehring.** Approved Unanimously with Commissioner Erickson abstaining from voting.

8) Second Quarter 2016 Budget Status Report – Request for Approval

Mr. Haen stated that the Department's public charges are on target, miscellaneous revenue is significantly higher, and other financing sources are at 0% because it is not imputed until the end of the year.

**A motion to approve the Second Quarter 2016 Budget Status Report was made by Bernie Erickson and seconded by Ron Antonneau.** Unanimously approved.

9) Response to Corps Final Accounting for the Cat Island Project – Request for Approval

Mr. Haen stated that Corporation Counsel drafted a letter stating that the County will deduct the \$400,000 that has already been contributed to the Corps from in-kind contributions from the \$1.7M cash contribution owed to the Corps issue a check in the amount of \$1.3M, and sign the amendment that the Harbor Commission approved several months ago. The Wisconsin Department of Transportation is not closing out the project until this is resolved.

Commissioner Antonneau suggests sending this letter to all of the federal legislators.

**A motion to approve the Response to Corps Final Accounting for the Cat Island Project was made by Bernie Erickson and seconded by Ron Antonneau.** Unanimously approved.

10) Tallship Festival - Update

Mr. Haen stated that the Port will be sponsoring the Tallship Madeline. As part of the sponsorship agreement it was communicated to PMI the water depths in front of the dockwall, that the fenders on the dockwall need to be addressed, cleats were evaluated and purchased if

necessary so they can be moored safely, line handlers will be provided and a table in front of the ship will be staffed.

Commissioner Vizer stated that there is one vessel that is having trouble getting from place to place because of pilot fees. Mr. Haen confirmed that this is true and added that the Viking ship, Draken Harald Harfagre, had to be staffed with an American Pilot to come to Green Bay and other ports. This is in the midst of a pilotage shortage and the Great Lakes Association lawsuit with US Coast Guard regarding pilot fees charged by the American Pilots. Commissioner Vizer also asked if there is anything that the Commissioners can do to help fundraise or raise this awareness. Mr. Haen stated that there is a fundraising group based in Duluth that is spearheading this.

Commissioner Antonneau asked who the person that is responsible for the pilots is. Mr. Haen stated that the Coast Guard regulates these pilots. Their duty is to have a seasoned captain bring people through historically dangerous waters. Commissioner Antonneau wanted to know who is responsible to change this. Mr. Haen stated that Congress gave the Coast Guard the power to regulate them; the pilots can make their claim as to what they need for pay and the Coast Guard approves it or denies it.

#### 11) Suzano Pulp & Cellulose – Update

Mr. Walter stated that Suzano Pulp and Paper approached the Port with the interest of bringing pulp into the Port of Green Bay. They are mostly interested in using RGL Holdings facility since their main customers are Georgia-Pacific, Proctor & Gamble, and Kimberly Clark. There is some work to be done on RGL's dock though. RGL is applying for a Harbor Assistance Program grant to be used to repair the dock, with AECOM doing the engineering. Randy Siewert stated that they hope to have cargo moving in by summer 2017.

Commissioner Hyska asked if they are committed to move cargo through Green Bay even though they have to wait for a dock to be repaired. Mr. Haen stated that with so many paper mills in northeastern Wisconsin, Green Bay is their ideal port. Commissioner Hyska also asked if there is anything that the Port can do to help RGL with. Mr. Walter stated that he has been assisting in grant writing and any additional information.

Commissioner Zaehring offered his help in regards to the economic development. He reiterated how great of an opportunity this would be for Green Bay. Mr. Haen stated that a letter of support from Commissioner Zaehring to the state would be the first thing. Commissioner Zaehring asked how was this situation derived. Mr. Haen stated that it was driven from Suzano.

Commissioner Wallace asked if they are using their own ships. If it is, is there a way we can arrange for them to export cargo as well. Mr. Walter stated that export is something that he was been working on and trying to find a facility that will allow exports, arranging cargo to be exported and places to take it.

Commissioner Vizer asked where the pulp will be coming from. Mr. Walter stated that it will be coming from Brazil, it is eucalyptus pulp. It is already being shipped to the markets in Green Bay; they are just looking for a more efficient way to do that.

12) Property Acquisition Plan – Update

Mr. Walter explained that over the last few months Mr. Haen, Commissioner Wallace, Commissioner Fonkem and Mr. Walter have met and formed a preliminary grid to help identify how to evaluate the properties in the port development plan. When a parcel of land does become available the Port will know exactly what they are looking for and how to evaluate it in a timely manner. Ideally the Port would like to be a landlord Port allowing the opportunity to respond more directly to the market.

13) Director's Report – Update

Mr. Haen stated that he has hired Schenk to do a 5-year audit of expenses and revenues for the Bay Port 217 Agreement with the Corps; therefore, the Department remains balanced and does not owe or receive money from the federal government at the formal 20-year audit.

For 10 years the city of Green Bay has been using property owned by the Port for their compost facility at no cost. The City will be able to continue using it until the Bay Port expansion in about three years. Mr. Haen let the City know that they can continue using the property under a lease for the next few years. There has been no response yet.

14) Audit of Bills – Request for Approval

**A motion to hold the audit of bills until the next meeting was made.**

15) Tonnage Report – Request for Approval

**A motion to hold the Tonnage Report until the next meeting was made.**

16) Such Other Matters as Authorized by Law

There were no other matters as authorized by law.

17) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:41 am was made by Hank Wallace and seconded by Peter Zaehringer. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 15, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**OTHERS PRESENT:** Robyn Hallet, Pat Leifker, Stephanie Schmutzer, Megan Walker, Rob Miller, and Attorney Kristen Hooker

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the July 18, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the July 18, 201, Brown County Housing Authority meeting. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated July 27, 2016 regarding award of FY 2016 Family Self Sufficiency funding.

R. Hallet explained a letter that was received from HUD informing the Authority that the Family Self Sufficiency funding was awarded.

A. Nicholson made a motion to receive and place on file, seconded by T. Deidrick. Motion carried.

A. Hartman introduced guest R. Miller and referenced the outline that was provided to the Authority on the topics of his concerns.

A motion was made by A. Nicholson and seconded by C. Goddard to open the floor for interested parties. Motion carried.

R. Miller thanked the Authority for allowing him to speak. He explained that his goal was to promote more people from the populace of Brown County to show up to the meetings. He informed the Authority that he made this presentation ten years ago, but it did not have any effect. R. Miller explained to the Authority that 80 percent of the populous works from nine am to five pm. He stated that the people who are participating in the HCV program, the people paying the taxes to support the program, and people who want to serve on the board are more than likely working nine am to five pm. The fact that these people are working during the time of the BCHA meeting means they are disqualified from serving on the board. R. Miller asked the Authority to consider moving the meeting to a later time. He stated that he understands that some committees meet during the day, but that the bulk of the committees that involved the representative government meet in the evening.

R. Miller explained some of the benefits of holding meetings in the evening. He stated that a political benefit to holding meetings in the evening is it would make it easier for the public to attend and participate. He suggested that when people attend the meetings they may be more likely to run for council, serve on a board, or just become more involved in the governmental process. R. Miller stated that when there is a voter participation rate of 50 percent or less, more public participation would be very positive. R. Miller stated that the BCHA is not a small program, at \$10 to 12 million dollars, and has a substantial effect on the Brown County community. R. Miller provided six examples of how other businesses use crowd sourcing to get the public involved. His suggestion to

the Authority is that by involving the other 250,000 people of Brown County the Authority would get new ideas, because everyone thinks differently or has had different experiences. R. Miller states he thinks it would be a benefit to the BCHA, Brown County, and the representative democracy.

R. Miller referenced an article that he read written by a Green Bay police officer about the large number of police calls that the department was getting which involved HCV recipients. Shortly after that article was published R. Miller became a Brown County Supervisor and a cross check had been conducted between the police calls and the HCV program. The cross check was able to demonstrate that the HCV program was producing a lot of police calls. R. Miller stated that his position is that he does not believe that the HCV program should be a scholarship program for crime.

R. Miller explained that his neighborhood, Navarino, has seen a tremendous turn around since that time. R. Miller stated that the improvement cannot be attributed purely to the background investigations done, because the police department, City of Green Bay, and Neighborworks all had a large impact as well. But because of the large turn around in the HCV program it was no longer subsidizing crime.

R. Miller referenced an article on the Delaware State Housing Authority which he suggested the Authority read. He recommended that the Authority debate the pros and cons of the structure of their program. He stated that it is very healthy for the Authority to have new ideas submitted. The idea of the Delaware program came from outside the Authority, which justifies his idea that bringing new people and new ideas into the Authority would be beneficial to the program.

R. Miller stated that he is not an HCV landlord and has not been for about ten years. Three years ago he listed a property that he had available for rent, and the property was rented to a person not on the HCV program. At that time he talked to ICS to get his name off of their website as a potential landlord for HCV recipients, but claims his name and number were not taken off the list. He stated that despite other conversations about removing his name he is still getting calls from HCV recipients about a property for rent. He suggested that this is proof that there are improvements that need to be made to the program. By not getting his name off the list it has wasted his time as well as the participant's time. He suggested looking into improvements to the way ICS lists possible landlords would be a benefit to the participants as well as the landlords.

R. Miller suggested that the Authority should be cross checking convictions with the addresses of the HCV properties. He claimed that by doing that himself he was able to find three convictions easily. He stated that by July of 2017, everything will be submitted electronically in the court system. He added that he does think Langan and Associates as well as ICS are doing a great job at keeping criminals out of the HCV program, but that by cross checking addresses with convictions there is an additional safety net put in place. He also suggested that if another person wanted to live in a HCV property that they should have to apply, help pay rent, and have the background check done. By doing that the Authority would know exactly who is living there, there would be more revenue coming in, and the neighborhoods would be a little safer.

R. Miller stated that it is very difficult for the general public to contact the BCHA commissioners, because their phone numbers and email addresses are not listed on the website. He stated that he has never seen a representative body that did not publish commissioner's names, emails, and phone numbers. He stated that he does not believe that the Authority is consciously trying to keep the public uninformed. But he believes that over time, with the right invitations, that people will participate.

R. Miller stated he spoke to a blind person about internet use. This conversation caused him to think about how difficult it may be for blind people to access the BCHA website. He questioned how a blind person would access the BCHA website? R. Miller stated that even a person who was not blind would have a very difficult, almost impossible time, finding the commissioners phone numbers



and addresses. He suggested that the Authority look into a program to help disabled people access the BCHA website.

R. Miller thanked the Authority for the opportunity to speak, and opened the floor for any questions that the commission had.

T. Deidrick explained that he has been on the BCHA board for several years and was present when R. Miller gave his presentation ten years ago. He said that they did take R. Millers suggestion and moved the meeting to an early evening time. T. Deidrick indicated that they moved the meeting time for two or three months in a row and no one showed up, so the Authority elected to go back to the original time. R. Miller responded by saying that there will be a long growth period before the public start attending the meetings. He stated that it comes down to the Authority being welcoming. R. Miller suggested inviting school kids to attend meetings. He stated that City Council invites school kids to a session, and that he thinks it would be an excellent idea for the BCHA to do so as well. He explained that if you invite eight year olds to the meetings, their parents come along. He agreed with T. Deidrick, but stated that it may take six to nine months before a member of the public attends a meeting. He stated that not everyone can adjust their time to attend a meeting at 3:30 pm and the Authority should recognize that.

T. Deidrick referenced R. Millers discussion on people with criminal backgrounds staying with HCV recipients. He stated that the Authority has done a lot in the last eight to ten years to assure that an individual with a criminal background isn't getting a voucher. R. Miller stated that he did agree that the background checks being done have been outstanding. His problem is when people get on the HCV program and have people living in their house who are committing crimes. He agrees that it is a difficult judgement to make. He emphasized that the criminal background checks to get onto the program have been phenomenal. He stated that the issue is people will live with an HCV recipient and then commit a crime. He agrees that it is very difficult to monitor who is staying at the residence, but with the electronic filing it should be very easy to pull up the addresses that the person gives on their citation and compare it to the HCV address lists. T. Deidrick stated if there is an apartment building the address of the apartment building will be listed, but not the actual apartment number. He questioned in that case would R. Miller suggest the Authority cross check very apartment in the building. R. Miller stated that the Authority would have to have the apartment number in order to do the cross check.

A. Hartman stated that the Authority needed to conclude R. Miller's discussion because of time constraints and thanked R. Miller for his attendance.

A motion was made by C. Goddard and seconded by T. Deidrick to go back to the regular meeting.

#### **REPORTS:**

##### **3. Report on Housing Choice Voucher Rental Assistance Program:**

###### **A. Preliminary Applications**

P. Leifker reported that for the month of July there were 202 preliminary applications received.

###### **B. Unit Count**

The unit count for the month of July was 3,126.

###### **C. Housing Assistance Payments Expenses**

The HAP expenses totaled \$1,313,130.

###### **D. Housing Quality Standard Inspection Compliance**

There were a total of 301 inspections, of which 162 passed the initial inspection, 47 passed the reevaluation, 50 resulted in a fail, and 42 were no-shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
P. Leifker reported on the data from May and stated the additional month's reports will be sent out as soon as he receives them. For May there were 224 port outs with an associated HAP expense of \$200,144. ICS was overspent by \$12,724.83 and the FSS program was underspent by \$3,180.50.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
For the month of July, there were 83 participants enrolled in the FSS program. Of that number, 54 participants were at level one, 12 were at level two, nine were at level three, and eight were at level four. There were five new contracts established, zero graduates, 34 open escrow accounts, and 51 homeownership clients.
- G. VASH Reports (new VASH and active VASH)  
P. Leifker reported that there was one new VASH participant for the month of July and there are 28 active participants in the VASH program.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For the month of July, there were zero new investigations assigned, ten previous investigations were closed, and four remain active. There were 93 applications processed, all of which were approved. P. Leifker then displayed the charts of the initial applications for July broken down by municipality, showing the greatest number of applications from residents of the City of Green Bay, followed by De Pere. Fraud investigation by municipality was similar with the majority occurring in Green Bay, followed by Ashwaubenon and De Pere.

#### **OLD BUSINESS:**

- 4. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

R. Hallet stated that this item is in regards to a BCHA loan that was provided to a homeowner to help her rehab her home. The Authority was not made aware of the sale of the home until several months after it was sold. Typically the loan must be repaid upon sale of the home or when the property is no longer the owner's primary residence. The Authority found out from the loan holder that she was informed by her realtor that because the loan is 30 years old that she did not need to repay it. At that point R. Hallet asked Attorney Kristen Hooker from Brown County Corporation Council to get involved.

A motion was made by A. Williams and seconded by C. Goddard to go into closed session to discuss details of this loan with Attorney Hooker. Motion carried.

A. Hartman read the closed session language. Roll call vote for closed session was taken with all in agreement to go into closed session. Closed session began at 4:01 PM.

After the closed session finished, a motion was made by A. Williams and seconded by A. Nicholson to go back to open session. Motion carried. Open session resumed at 4:20 PM.

A motion was made by T. Deidrick and seconded by C. Goddard to implement the action that was discussed in closed session and review the information at the next meeting. Motion carried.

#### **NEW BUSINESS:**

- 5. Discussion and possible action regarding all other BCHA loans.

R. Hallet explained that this item is in regards to all BCHA loans and that it is advisable that the Authority rerecord all loans that are approaching the 30 year mark so it is ensured that a lien remains on the property after the initial 30 year period if needed.

A motion was made by C. Goddard and seconded by T. Deidrick to rerecord all BCHA loans as they approach the 30 year mark. Motion carried.

**INFORMATIONAL:**

6. Review of Budget section of Lead the Way training.

The Authority members reviewed the questions from the quiz from the Budget section of the Lead the way training.

**BILLS:**

S. Schmutzer indicated that included in the bills is one to refund a TRIP interception for someone who the Authority had intercepted her taxes, but she had already paid off her debt to the Authority. A motion was made by T. Deidrick and seconded by A. Nicholson to approve the bills. Motion carried.

**FINANCIAL REPORT:**

S. Schmutzer explained that there wasn't anything significant to point out this month.

A. Nicholson motioned to receive and place on file, seconded by A. Williams. Motion carried.

**STAFF REPORT:**

7. Date of next meeting: September 19, 2016.

R. Hallet stated that the WAHA conference is coming up in September and will overlap the next BCHA meeting so she will be unable to attend the BCHA meeting herself, but S. Schmutzer will attend.

The Authority was reminded that they are invited to attend the WAHA conference as well as the NAHRO (National Association of Housing and Redevelopment Officials) national training being held this year in New Orleans.

A. Nicholson questioned what the location of the September WAHA conference was. R. Hallet responded that the conference was being held in Eau Clair.

Commissioners resumed discussion in regards to R. Miller's comments from the beginning of the meeting.

A. Nicholson proposed a question in regards to R. Miller's statement on background checks on participants in the HCV program. The question was how are inspections ordered and performed, and if residents are given notice before the inspectors arrive at their home. R. Hallet explained that the Housing Quality Standard Inspections are scheduled in advance and both landlord and tenant are notified because someone does need to be at the residence to let the inspector in. These inspections cannot be a surprise visit.

A. Hartman indicated that as she understands it, R. Miller's complaint is that there are people in HCV housing who have someone living in the residence without being on the lease. R. Miller's question was why the Authority cannot catch them when the unreported household member gives law enforcement that address as their home address for citations. A. Nicholson stated that this problem was very common in the past. Previous employees of Langan and Associates once said it was a common issue that they were noticing. A. Nicholson added that he hasn't heard any feedback from the current Langan and Associates staff on issues like this.

S. Schmutzer explained that many of the court cases that the Authority takes on are because people are getting caught by listing addresses of HCV residences on law enforcement citations. The Authority is able to go back to the date of the infraction and compare the address and the name of the tenant with the name on the citation, but often an investigation is not started until after someone makes a complaint.

R. Hallet stated that if the ICS inspector does notice that there is someone staying at the house that doesn't appear to be on the lease the inspector could initiate a more in-depth inspection.

T. Deidrick added that in the past if there was a complaint of unreported household members Langan and Associates would do a stake out to confirm if it was true. If a neighbor suspects that someone not on the lease is staying in the house they are able to call and submit a complaint which will be followed up on.

A. Nicholson questioned if it was against the law to publicly share what homes are receiving HCV assistance. R. Hallet confirmed that that information is not public knowledge. A. Nicholson followed up by questioning how the public would know to report activities at a home if that information is not accessible. T. Deidrick stated that normally it is the person living in the home that tells their neighbors or friends that they are receiving HCV assistance. S. Schmutzer added the often times the landlord calls in the reports because they know their tenant is a HCV recipient and they have noticed suspicious activity in the home.

A. Hartman stated that in her neighborhood there were squatters in the home next to hers. Inspection was called several times and nothing was ever found until the attic was checked. In the attic they found mattresses and belongings of the people who were supposed to be living there. A. Hartman stated she understands R. Miller's point, but that sometimes it is hard to find the offenders or to substantiate suspicions of them living there.

A. Nicholson questioned how many HCV inspectors there are, to which R. Hallet responded that there are two. A. Nicholson also questioned if Lagan and Associates did inspections. R. Hallet responded that they do not do inspections, but rather they do the investigations. She stated sometimes in order to not lead the resident on that they are being investigated Langan and Associates will say they are inspectors and request access into the home. This makes the resident believe they are there to look at the property, and not to investigate whether unauthorized guests are staying at the home.

A. Williams expressed doubt about the accuracy of R. Miller's statistics that 80 percent of the populous of Brown County works during the day. The term populous includes children, elderly and stay-at-home parents and besides that, there are a lot of people who work nights.

In regards to R. Miller's statement on blind people having a difficult time accessing the BCHA website, T. Deidrick stated that there are several software options available to help blind people read pieces of paper as well as computer monitors. A. Williams stated that the Authority had not received any complaints from people with disabilities having a problem accessing BCHA information.

A. Williams stated that he doesn't disagree that the time of the BCHA meeting could be changed. A. Hartman added that she would be happy to change the time of the meetings if R. Miller thinks that it is that important. A. Williams stated that with all of the Brown County municipalities' meetings, if people want to get involved in their local government, they have plenty of options. A. Williams inquired if A. Hartman received any requests from the public to have the meeting time moved so they could attend. A. Hartman stated that she did not receive any requests. A. Hartman added that R. Miller would argue that no requests were made because the Authority members contact information is not available to the public.

A. Williams added that he checked the Brown County website and was only able to find Troy Streckenbach's office phone number, but not his personal contact information. He questioned why

R. Miller has a concern about the BCHA board members' contact information being readily available when Brown County elected officials' information isn't even accessible. A. Williams stated that the public is able to contact R. Hallet and request to talk to one of the BCHA commissioners. A. Hartman indicated that she believes R. Miller would be happy if the commissioners email address were added to the website. A. Williams agreed, but also argued that it is fairly easy to contact a BCHA commissioner, and would be even easier for a landlord in the program to contact them.

T. Deidrick questioned if the Authority wanted to put this issue on a future agenda for discussion. A. Hartman suggested that if the Authority were to bring back any of the issues that it be held off until after the September meeting because R. Hallet would not be present at the September meeting. The commissioners agreed that none of the issues were urgent.

A. Nicholson suggested that R. Miller's request to be removed from the list of landlords should not be a problem. S. Schmutzer explained that R. Miller is off the list on the ICS website, but there may be old listings still circulating in the community and that may be how participants are getting his contact information. A. Hartman stated that she did suggest to R. Miller that tenants could have printed off the list and years later when they were looking for a place to rent they were using the old list of possible landlords. A. Hartman stated that at the October meeting the Authority could discuss some of the issues from R. Miller's discussion.

A. Hartman questioned if all of the other Brown County commissions have all of the commissioners phone numbers and email addresses on the website. A. Nicholson stated that without looking at the website he would not know for sure. T. Deidrick explained that it is public information, and all the public would have to do is contact R. Hallet to request it. A. Williams added that finding that information is not hard. A. Hartman suggested that she thinks R. Miller is saying that it may be difficult for someone who is not computer savvy, but that if they aren't able to find R. Hallet's phone number the information desk at City Hall would be able to connect them to her office. R. Hallet suggested that if none of the commissioners were opposed to having their name and contact information on the website that that would be an easy change to make. T. Deidrick suggesting finding out what the other commissions are doing, and if they would be willing to add the same information to their websites. S. Schmutzer suggested that each commissioner could be provided their own city or county email address, if they are concerned about providing their personal information. S. Schmutzer added that by creating a city or county email the commissioners would not continue to receive emails even after they left the board. A. Williams stated he didn't have a concern with his personal email being given out. A. Hartman requested that R. Hallet find out what the other commissions are doing as far as providing contact information.

A motion was made by A. Nicholson and seconded by T. Deidrick to adjourn the meeting. Motion carried. Meeting adjourned at 4:38 pm.

MW: RAH

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD & ED & REC COMMITTEE

A joint meeting of the Brown County Library Board and the Brown County Education and Recreation Committee was held on **August 18, 2016** at 5:30 p.m. at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

**PRESENT:** MIKE AUBINGER, NATHAN JESKE, MARISSA MELI, BOB NIELSEN, DAVID RUNNING, and JOHN VAN DYCK

**EXCUSED:** CHAD BIANCHI, and JOHN VANDER LEEST, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff); Courtney Ryan (FOX 11); and Beth Lemke (Neville Public Museum)

**ED & REC:** John Van Dyck (District 17); Paul Ballard, District 15; Staush Gruszynski, District 5, Kathy Lefebvre, District 6; and Corrie Campbell, District 21 (Brown County Supervisors)

**CALL TO ORDER** President Aubinger called the meeting to order at 5:45 p.m. and Chair Van Dyck called the Ed & Rec meeting to order.

### **II. APPROVE AGENDA AND MINUTES**

There were no changes to the agenda or minutes. **Motion** by Jeske, seconded by Running, to approve the agenda and the July meeting minutes. **Motion carried.**

### **III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**IV. PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE HGA FACILITIES REPORT** Simons walked the Board through the HGA report. The purpose of the report was to evaluate the facilities of the Brown County Library in its nine locations, in order to define location, number and types of libraries necessary to support the library system and its future services. It notes the following:

- The library's facilities are aging – even the newest libraries (Weyers-Hilliard and Kress Family branches) are approaching 15 years
- Use of libraries is changing – the library is now providing the avenue of access to technology (example: eReader)
- Demographics and population are changing - areas the library serves have grown but the library hasn't
- Relevance of libraries to the community drove the purpose of the plan
- This plan offers a lot of flexibility as it is a living document meant to help guide decisions

The plan was drawn up by HGA, Library administration, staff and elected officials and the public through review of 12 previous studies; five on-site workshops led by HGA (2 current state; 2 future state; and 1 with library staff); numerous online conferences with Administration and HGA; and one workshop to distill relevance into the desired future state.

Results of the research indicate that there are four types and sizes of libraries that are right for Brown County and the plan establishes criteria for them:

- Neighborhood/Community Library** Serves 6,000-20,000 (pop) | 5000 – 15,000 sq. ft.
- Regional Library** Serves 20,000+ (pop) | 18,000-35,000 sq. ft. | includes more amenities (fiber, study and meeting space, increased programming and more open hours)
- Downtown (Green Bay) Library** – civic landmark, space for public access; specialized local history collection, event destination; incubator/innovator pace; longer hour, meeting and study room
- Express/Non-staffed Library** Serves 6,000(pop) | Unattended. Self-service can act as a pilot test for next branch location.

Centralized services can be housed anywhere as long as they're easily accessible to the greatest number of residents as possible while taking cost into consideration. To be equitable to all residents of Brown County, square footage requirements are calculated at .68 sq. ft. per capita. This equation only applies to public-facing services (not centralized services).

Priority facilities were determined to be:

East Branch due to lease expiration in early 2018. Discussion took place about collaboration with other organizations, relocation, and renovation and expansion. Many of these options are being or have been explored.

Central Library (downtown) as it has many deferred maintenance issues and is 44 years old. It has had cosmetic upgrades but serious mechanical issues exist.

Pulaski Branch has a potential opportunity to partner with the Franciscans' as a tenant in their former Printery building.

Ashwaubenon Branch has potential to become a regional library and possible opportunity to renovate or relocate.

Wrightstown Branch is needs based, as it should be transitioned to a fully funded library by the county operating budget which would reduce the local fundraising that has taken place to fulfill a 50/50 cost-sharing partnership with the county. Van Dyck commented that to be successful, the Wrightstown staff should be connected to community.

Staffless stations could be located in areas of need as beta tests to determine potential future locations. Ballard asked if grants were available to fund this model. Simons thought possibly but grants often prefer programmatic outcomes that can show impact. The express library's collection would reflect what the community wants.

Regarding the first priority, the East Branch, Van Dyck stated that the Library Board has to decide what the property should be and then move forward. Downtown location is stuck in a cycle where many ideas have been put forward but none have been acted on. At some point the Library Board has to hone in on acceptable parameters and has to also accept possibilities within a range.

## **V. LIBRARY BUSINESS**

### **A. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. **Motion** by Jeske, seconded by Nielsen, to approve the July 2016 financial report and July, 2016 Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
July 2016**

#### **Gifts & Donations**

07/06/16	Friends of Brown County Library	359.28	Program Supplies
07/20/16	Friends of Brown County Library	5,198.15	Program Supplies
07/20/16	Douglas & Lynn LaRock	950.00	Southwest Memorial Bench
07/20/16	Green Bay Press Gazette	1,000.00	Map Framing
07/20/16	FBCL/Wrightstown Area Library Committee	2,839.11	Wrightstown Operating Exp.
07/27/16	Becky & Gage Steensen-In Memory of Solomon Steensen	13.99	Children's Materials
	Ashwaubenon	25.49	Donation Box
	Bookmobile		Donation Box
	East	29.98	Donation Box
	Weyers/Hilliard	84.00	Donation Box
	Central Circulation	51.62	Donation Box
	Kress	30.27	Donation Box
	Pulaski	8.30	Donation Box
	Southwest	14.99	Donation Box
	Wrightstown	17.15	Donation Box
	<b>Total Donations</b>	<b>\$ 10,622.33</b>	

#### **Federal & State Grants**

07/31/16	Nicolet Federated Library System	\$ 3,324.09	Collection Development
07/31/16	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 5,407.42</b>	

**Motion carried.**

**VI. 2017 BUDGET UPDATE** Simons met with the County Executive and learned that there would not be any amount added to the target levy as he wants to keep tax rate at 0% increase. The Executive does, however, support the idea of the FF&E reserve but won't commit additional funding for it. The next step will be to bring the budget to Ed & Rec. The Library's Administrative team will discuss priorities at their next meeting.

## **VII. FACILITIES REPORT**

- A. FACILITIES MANAGER'S REPORT** Staining of Weyers-Hilliard's siding will be finished Tuesday; the Central bathrooms renovation project is close to starting. The second and third floors are scheduled for September and the lower level and first floor is scheduled for mid-October. The design for landscaping at Ashwaubenon is complete and current plantings will be removed next week. Study rooms at Kress will begin within the month.
- B. DISCUSSION AND POSSIBLE ACTION REGARDING THE EAST BRANCH AD HOC COMMITTEE** A meeting was not held but Simons reported that he spoke with an interested party regarding space collaboration for after-school programming. A plan needs to be finalized in the next six months.

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING OFFERING FREE REPLACEMENT LIBRARY CARDS FOR NATIONAL LIBRARY CARD SIGN-UP MONTH IN SEPTEMBER** **Motion** by Nielsen, seconded by Jeske, to approve offering free replacement library cards for National Library Card Sign-up Month in September. **Motion carried.**

**IX. PRESIDENT'S REPORT** None.

**X. LIBRARY DIRECTOR'S REPORT** The Director is working with managers on coaching and management training including setting expectations. The Child Safety policy is being reviewed by the Admin team and will be brought to the Library Board for approval in September. NFLS is requiring an update to the county library system service plan and NFLS agreement per statute. This will require Library Board as well as County Board approval. The \$30,700 settlement related to the lawsuit with Outagamie County was reported to the media.

**XI. OLD BUSINESS** None.

**XII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

## **XIII. ADJOURNMENT**

**Motion** by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:40 p.m.

## **NEXT REGULAR MEETING**

**September 15, 2016**

**Central Library**

**5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary



**PROCEEDINGS OF THE AD HOC**  
**MENTAL HEALTH TREATMENT COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that an Ad Hoc Committee of the County Board of Supervisors met regarding Mental Health Treatment on Wednesday, August 24, 2016 in the 1<sup>st</sup> Floor Conference Room, Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

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**Present:** Chair Guy Zima, Vice Chair Erik Hoyer, Human Services Director Erik Pritzl, Behavioral Health Manager Ian Agar, Sheriff John Gossage, Joshua Member Cheryl Weber, Assistant Corporation Counsel Rebecca Lindner, Supervisor Erik Hoyer, District Attorney Dave Lasee, Hospital Administrator Luke Schubert, Citizen Member Pat La Violette

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**I. Call meeting to order.**

The meeting was called to order by Vice Chair Hoyer at 12:30 pm.

Erik Hoyer introduced Pat La Violette to the Committee. La Violette informed that she had spoken with Guy Zima about this committee and he welcomed her to join.

**II. Approve/modify agenda.**

**Motion made by Pat La Violette, seconded by Rebecca Lindner to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of July 27, 2016.**

Cheryl Weber indicated that under Item 3 of last month's minutes, reference was made to the number of groups addressing mental health issues. The minutes reflect that this had been addressed at the Mental Health Connections meeting however it was addressed at the Green Bay Mental Health Task Force meeting which is different than Mental Health Connections.

**Motion made by John Gossage, seconded by Rebecca Lindner to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 1. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long-term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.**
- 2. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.**

*Guy Zima arrived at 12:34.*

Hoyer said this meeting will follow the format used in the past where an update is given on each of the initiatives.

Erik Pritzl talked first about mobile crisis and informed that as of the middle of July, mobile crisis was fully staffed for all positions that were part of the expansion. He receives reports detailing all mobile crisis contacts. The reports break down where the contact occurred, if the contacts were mobile or in person, what the primary stressor is, etc. He also receives a separate report that pulls out the mobile assessments and shows what goes on on a monthly basis. There was an increase in in person mobile assessments of 21% from June to July. Pritzl continued that one of the benchmarks they hoped to attain was response time of less than 30 minutes and 88% of contacts in July met this benchmark compared to 87% in June. Pritzl also noted that there was an increase in the number of diversion stays where people were diverted from a hospital

setting to an alternative setting and he would like to see more data on this. The number of diversion days increased to 51 with the mobile crisis contacts in July which was up from 42 in June. Pritzl said everything increased with the exception of the duration of mobile crisis assessments. The average time per mobile crisis assessment went from 83 minutes in June to 58 minutes in July. There are a number of factors that could influence the duration. Pat La Violette asked what someone experiences when they are in diversion for 51 days. Behavioral Health Manager Ian Agar responded that it would be unusual for someone to be in diversion for that length of time. The typical reason someone would be in for that length of time would be related to homelessness. Sometimes a lack of someplace to go may lengthen the amount of time someone is there as they try to get the person the services and assistance they need. If someone is there for 51 days, Agar would question why the person is still there and if they have been connected with services and if alternative housing options have been looked at. He noted that diversion is not intended to be a placement facility, it is intended as crisis stabilization which is short-term. A 51 day stay would be unusual. Agar continued that if someone is established with case management through the County, they would have contact with their case manager during their stay. They could also receive therapy through a County therapist or a community based therapist during their stay.

Sheriff Gossage asked about the response time that Pritzl mentioned earlier. He assumed the numbers provided are from the time law enforcement contacts the Communication Center to contact the Crisis Center. Gossage queried the Police Chiefs at a recent meeting whether any benefit is being seen from mobile crisis. He asked specifically if the Chiefs feel mobile crisis is reducing the amount of law enforcement time spent with a patient. The feedback was that for the most part what happens is law enforcement gets to the scene and then brings the individual to the hospital for medical clearance, but the hospitals disallow crisis to come in and talk to the person and this is a huge hang up. Law enforcement is trying to expedite and get back on the road quickly, but the hang up seems to be at the hospital level.

Pritzl said crisis being allowed into the hospitals is something that has been talked about in a few different settings. Some hospitals allow crisis in and others do not. Pritzl said they are trying to understand the total time it takes to do an EM1 and this has been discussed at several different meetings. They are trying to understand what the total time is versus what the target time should be and where they are losing time in the system. What keeps coming up over and over is the medical clearance portion. When law enforcement brings someone to the hospital for medical clearance, they go through an assessment and then have labs and sometimes other testing. Crisis is not allowed to come in while the patient is waiting for lab and test results. Crisis can only become involved when the person is medically cleared, and even then, they are not allowed in the emergency room; they have to go to some other location in the hospital. Agar added that a subcommittee has been formed to look specifically at the issue of medical clearance in the hospital. Pritzl added that they hear frequently about the long waits, but they do not hear about times when this process happens very quickly, so they do not have appropriate data to come up with an average time. They are trying to get this information and he felt the hospitals could provide pretty accurate information on this, but the time before the person gets to the hospital and the time after the medical clearance is given is information that Human Services does not routinely see.

*Luke Schubert arrived at 12:36 pm*

Chair Zima asked what hospitals do not allow crisis into the emergency room. Agar responded that neither St. Mary's nor St. Vincent allows crisis in the emergency rooms. People land in the emergency room because that is where law enforcement takes them. Zima asked for more details on why people are sent to the hospital for medical clearance. Gossage said people are taken for clearance for such things as drugs and alcohol. Zima felt the County should set up some kind of program where everyone is taken to one hospital under the conditions that the County wants. This is a service that could be sent out for bids. He said in looking at the problem he found the problem is us. He appreciated all of the comments, but felt there are ways to solve problems and get firm with things. The hospitals need to be told that they change their policy in such a way that the County can expedite the programs necessary to hold the jail population down and get people the treatment they need on a timely basis. People need to have treatment in a crisis and not spend time sitting

around. Agar responded that one of the challenges for the hospitals is that the medical clearance process is typically uncompensated. If the County Board becomes involved in funding this process, it would be very expensive. Zima said the medical fees are absurd because they do all the tests in the world. He felt the County hiring their own doctor to do medical clearance is an idea that should be looked into. Pritzl did not think that that idea would work. Zima responded that the County cannot keep going the way it is going and noted that the County Board will not go for all this stuff if all they are told is that there are knots that cannot be untied. He felt that where there is a will there is a way and it is time for the County to find the will and way to get things done. Zima felt if there is some bureaucrat goofing things up we have to find a way to change things. He said if it means the County goes to one hospital and makes a contract, then that is what should be done. Pritzl did not feel the County could direct people for emergencies to one hospital. Zima reiterated that this service should be sent out for bids to see what the charges would be. He also noted that this is an open public meeting and people need to talk straight here and he suggested inviting people from the hospitals to the next meeting to talk. Gossage liked the idea and suggested that the attorneys for the hospitals be invited to the next meeting to give input and hear concerns. Assistant Corporation Counsel Rebecca Lindner said it has always been St. Mary's and St. Vincent that do not allow crisis in. At times over the years, Bellin was the place to go and they complained that everyone came there because they made it easy by getting people in and out quickly. Bellin then stopped making it so easy because they were incurring costs for all of the uninsured people and, further, if people were insured elsewhere and were brought to Bellin, their insurance would not cover the services. Zima felt a meeting with the hospitals should be held sooner rather than later so we can let them know they can either be part of the problem or part of the solution. He said hospitals have become big business and it is time for them to know that the County means business too and he is happy to have Sheriff Gossage and Joshua and the DA as well as Judge Zuidmulder to help with this.

Zima also asked if medical clearance could be given through Urgent Care facilities instead of the emergency room. Agar noted that medical clearance has to be given by a doctor and Urgent Care does not always have doctors. Zima would like to bypass the emergency room which costs five what Urgent Care does. Pritzl said they are working on getting a medical clearance group together. Hospital Administrator Luke Schubert said that the uniform standards protocol for emergency detentions has been updated at a meeting held recently with the area hospitals. Zima felt it was time to get cooperating with the system and face the fact that a lot of this is a formality and we need to find a different way to get the job done. He said people have to be cleared medically as quickly as possible so they can get into a facility that can meet their needs for detox, mental health, etc. He continued that it is time to start growing the County facilities to meet the needs. Zima is not interested in pussy footing around; he wants to get to the heart of the problems and start solving them. Pritzl will invite the hospitals to attend the next meeting. Zima said that at that meeting the problem will be laid out and the hospitals will be told that they need to be part of the solution. Agar stressed the importance of medical clearance is so that people do not die in the County's custody because there is great liability in people dying in the County's custody. Zima is not talking about not medically clearing people; he is talking about finding a more efficient way to get the clearing done that serves the programs. According to Schubert, the Urgent Care suggestion will present some challenges and he would like to have the hospitals speak to that. Schubert also felt that using one ER could be an option and if the County is funding it he did not think that the hospitals would have a problem with this. Joshua Member Cheryl Weber asked if Aurora and Bellin allow mobile crisis into their emergency rooms and intensive care units. Lindner said they both do, but St. Mary's and St. Vincent, which are part of the same system, do not allow crisis into the emergency room or intensive care unit. Weber recalled that at a recent basic needs meeting telepsych was discussed as a way to connect mobile crisis with the patient. Lindner stated that Bellin was testing telepsych but she did not know how it was going. She continued that the reason the hospitals give for not allowing mobile crisis in is because if someone were to die in their care in their emergency department because of a decision a Brown County crisis worker made, there would be a political liability issue and they have been bringing this up for years. Weber noted that both St. Vincent and St. Mary's contract their emergency room doctors. Lasee agreed and said that the physician groups have their own counsel and liability issues. Lasee said the emergency department directors are who should be invited to the next meeting. Schubert added that there is not a lot of current incentive to change because they are getting paid regardless. Lasee said the question is who is paying and Gossage said he would like to know if the

County is being charged back for the services. Schubert responded that typically the bills are covered under private insurance or community care. Zima asked what the typical costs are for medical clearance and although a specific number was not given, it was indicated that the bills were large. Zima said since the hospitals cannot turn away indigent people, they have to write off the bills. He said if the County can get it across that the County will pay a certain amount that is halfway reasonable for those who do not have insurance they will get all the business. If the person says they have insurance, they can be taken to where their insurance will pay. If they do not have insurance or do not know if they have insurance, the person would be taken to where the contract is. The medical clearance would be done as quickly as possible so the person can begin appropriate treatment as soon as possible without being brought to jail. Zima continued that he started this entire initiative as a way to reduce the jail population and that is what he wants to see happen. Gossage recalled that he had advised Zima early on that it would take a while before dropping recidivism rates would be seen. Pritzl wanted to be sure that he understood what Zima wanted. Zima responded that what he wants is for the hospitals to know that this is a serious business and that this committee is trying to get things solved.

Pritzl confirmed that one of the things Zima is proposing is looking at a contract for medical clearance for individuals who are uncovered and noted that currently there is a hospital system that is absorbing those costs and what Zima is proposing is taking the costs out of the hospital and putting them to the government. Zima said the hospitals need to cooperate for the sake of the community and that is important for their public relations. Hoyer noted that at this time half of the hospitals are doing that without the incentive and the other half are not doing it and an incentive of paying \$300 - \$400 will not cover their costs. Pritzl clarified that all of the hospitals do the medical clearances, it is just that half of the hospitals allow crisis in and the others do not. This would be trying to use a financial incentive which would be moving the cost off the medical system to the County system instead. Zima felt the hospitals need to work with the community and help with the severe problems for a modest amount of money. He said he would like two representatives of each hospital, as well as the emergency room directors at the next meeting. He would like the first or second in command of each hospital. He wants them to know that we are going to solve these problems and are not going to build a new jail.

Zima asked why the hospitals do not want crisis in the emergency rooms. Lindner responded that they say it is a risk to let County decision makers into the emergency room. She noted that Bellin and Aurora let crisis into the emergency rooms and understand that there is not a risk as the statutes give immunity for County decision making. Zima asked about a hold harmless agreement and Lindner responded that the statutes say that if you act in good faith, they are not responsible. Zima would like to see the lawyers of the hospitals attend the next meeting as well. Weber did not think the County needs to offer money to the hospitals that do not allow crisis in. She felt that we should ask the hospitals that do not do it to come to the table and explain why they do not let crisis in, and if they say it is because of the liability, then the County needs to show that that is a problem and law enforcement is having issues with this. She felt that for public relation reasons they will listen. Weber also noted that there are two other committees trying to deal with this as well. Zima said that the benefit of this Committee is that it is an open meeting and everything that is said will be recorded. La Violette questioned if we need to meet with everyone or just those hospitals that do not currently allow crisis into the emergency rooms. Zima said we should invite them all and make a big deal out of it and get some press coverage we will get serious people making decisions for the community in front of the spotlight. La Violette would like to give them the chance to make some changes before they are invited to a public meeting. Pritzl noted the hospitals have been very clear as to the reasons they do not allow mobile crisis in and it does logically make some sense. He felt that Bellin understood because they have Bellin Psychiatric and understand what occurs in the emergency department and what occurs for decision making and how someone transitions to an inpatient psychiatric unit.

Pritzl spoke next about the detox portion of the initiative. He informed that detox guidance has been sent out and they have had people come forward for detox on both holds and a voluntary basis. In the transition from detox, if the person is willing to engage and continue with treatment as a temporary measure they can go to Bay Haven and then go through the outpatient orientation program followed by an assessment with a substance abuse counselor. Pritzl continued that what

they saw in the first few detox situations was people did not stay and want to engage in treatment but instead chose to leave, which is their choice.

Gossage said he has spoken with Chief Biederwiden of De Pere who indicated that they were the first to use this process and the person they brought in did not stay. They then brought the person back to Bellin, but Bellin would not accept them because the person was already there and walked out. Things were eventually worked out, but there was some angst on the part of law enforcement because of this. Agar noted that there have been a few stumbling blocks but these have been worked out. Gossage said that originally De Pere was told there was not enough funding to bring the person back. Pritzl said they realize that a person may have to go through this process several times before they get through it so the door will not be closed on repeat admissions. Weber asked if all law enforcement is informed of the process and Pritzl said that all law enforcement agencies have been provided with the protocols and the VA asked about this and has been given all of the protocols as well.

Zima felt detox is one thing, but longer term treatment is another thing. He said the alcohol unit is basically a revolving door and has about a 2% success rate. Many people are in and out of the door and he wants to come up with a solution and expand something to provide a longer term treatment facility where people can really be treated. The Judge can make this a condition that they go to treatment or go to jail. There are other states that have this and are having some success and he did not feel that we will have much success by just detoxing people and then putting them back on the street. He said that taking a piece of what would be spent building onto the jail could be used to build a drug and alcohol abuse treatment center to provide longer term treatment. Zima said that there is an alcoholic community that needs help. Pritzl responded that just because someone has alcohol issues does not mean that they are going to stay in treatment, but that option needs to be made available. Zima said that these are the people who are getting in trouble and ending up in the jail. La Violette asked if the County has a relationship with the Jackie Nitschke Center and Pritzl responded that the County does have an agreement with them for residential treatment and they will also be bringing forward a proposal that uses community capacity to provide longer term treatment. Nitschke is the only option in Brown County, but there are other options in Appleton, Oshkosh and Kiel. Zima would like to know what the total bed capacity is for this.

La Violette asked what inpatient treatment costs. Agar said it is about \$8,000 – 10,000 per month and Pritzl added that it is an investment in someone's recovery to get them not using other resources and not going to jail. Nitschke does have a few scholarships available. Pritzl said that the County used to support the scholarships, but this has dropped off significantly. He noted that the current initiative allows the County to bring back Nitschke and also look a little broader and what else is available. Zima said we have to start doing some calculating on what the costs are for farming people out vs. building our own facility. Zima's sense is that looking into other facilities is like trying to scrub the library with a toothbrush. He said we have to start getting real about the big picture. Either we spend \$20 million on the jail or we take much less than that per square foot and build our own facility. Zima said a treatment center could be staffed for less money than the jail and this is an opportunity of a lifetime. Pritzl agreed that we need to look at this and understand better what the cost would be and how we could do it and who could do it. In the meantime, Pritzl feels it is important to move ahead with residential treatment now and the best way to do this at this time is to look at the community providers and get the service purchased for people who need it now while we look at longer term options. Zima asked how big of a scope Pritzl is talking about for residential treatment. Pritzl said in the short term they are looking at getting contracts in place with the different facilities to get a better picture of how many people would go through treatment and he noted that there are a lot of people who say they want treatment but do not stay. Zima said that this is where the Judge can come in and give people who commit the crimes the choice of going to jail or going to treatment. Everyone needs to cooperate together on this to find a way that people do not get to say no and the success rate needs to be greater than 2%.

Hoyer asked where the people being sent out to community providers come from. Pritzl said there are a number of sources including people being brought in by law enforcement as well as going through detox as well as people calling outpatient services saying they need help with drug and alcohol issues. Some of the people in intensive outpatient could probably

benefit from residential treatment, but they are trying them in intensive outpatient treatment first. Lasee noted that people in some of the treatment courts have been sent to residential and there is also a pilot program for heroin cases the County is working on with Prevea where there are scholarship dollars in the DA budget that they got from Prevea to send people to residential at Jackie Nitschke and the people go as a condition of bail. These people can get out of custody but they have to live at Nitschke until they are finished and they have to participate in the program. This is something that can be ordered, but it is not cheaper than putting someone in jail. A determination would have to be made who will be targeted for detox because not everyone is a good candidate, especially if someone is not going to actively participate in the treatment. Lasee did not necessarily think it was true that a treatment center would be cheaper than a jail. Zima responded that he had read articles on this and other states have done it and been successful in reducing jail population. Zima also said a comparison would have to be made as to how much it costs to employ jailers versus drug and alcohol abuse counselors.

La Violette asked how much money was in the budget for next year to take care of the people who need to go to Jackie Nitschke or another treatment facility. Pritzl responded that the residential treatment money from the initiative which would be carried forward to next year is about \$300,000 - \$350,000 and that would be enough for 37.5 full stays. Weber asked if the money was just for alcohol and it was indicated that it would be available for any substance. Pritzl said there is different money set aside for people with mental health issues. Weber asked if the detox money was just for alcohol and Pritzl responded that Bellin will treat people abusing other substances, but it is not a medical detox. If there are co-occurring needs such as alcohol and heroin, Bellin can help.

Zima said the goal should be to increase the funding to provide at least 75 – 100 full residential stays and he did not think it would be hard to convince the County Board that that is what is needed, especially since there are about 700 detoxes in the jail every year. It is time to get serious about this. Lasee asked if there was capacity to do 100 stays. Pritzl responded that currently the places that have capacity for residential treatment are Mooring in Appleton, Casa Clare in Appleton, Nova in Oshkosh, Jackie Nitschke in Green Bay and Pathways in Kiel. Zima felt there needs to be a facility here and asked if there was room available at diversion. Pritzl responded that populations cannot be mixed at that facility and noted that there are licensing considerations as well. Mixing short term crisis with long term treatment is not the model to use. Zima reiterated that there needs to be more places right here. The lack of services is shameful in his opinion. Lindner asked what the capacity of diversion is and what the average capacity is. Agar responded that there are 20 beds and on average there are about 10 – 12 beds in use, but there are occasions when it is at capacity. Zima referenced Reformation House on Jefferson Street and noted that the building is currently for sale and asked if this is something we should look at. Pritzl replied that the process would be to decide how much money we want to set aside for this, and then put it out to the community what is wanted and then the community would basically bid on the services. Pritzl continued that he did not think a County facility is necessary; he feels that the County could easily work with a provider on this. Zima said an RFP should be put out for the needed services and then be compared to what it would cost to build and staff a facility. If the County is long term committed, the County needs to have a facility that they cannot walk away from and abandon. Zima wants to have the community committed to providing real help with a system that helps. This is a chance for the County to start doing some mental health treatment on a serious matter. Zima said that for now, in the short term, we need to have enough resources to contract out for more than 37 people. At this time, Pritzl is not worried about capacity because he does not know how many people actually need the services. The ability to work with different providers allows the opportunity to move the population as necessary. If it gets to the point where some of the providers are near capacity all the time, then we can look at the County having its own facility, but this needs to be done in incremental steps because at this time we do not have a good frame on the scope of the problem. Zima said we should start doing the analysis and he made it very clear that the County Board holds the purse strings, not the County Executive.

Pritzl spoke next about the day report center and said there will be a purchasing announcement coming out soon. The scoring and reference checks are complete and the project is at the point where an award letter will be extended and people will be notified after that. Pritzl felt this would happen very soon. The location of the day report center was

questioned and it was indicated that the RFP called for the location to be downtown. Lasee said that whoever the provider will be will probably have a startup period of 60 – 90 days.

**3. Report re: Sequential Intercept Mapping.**

Pritzl felt the mapping workshop was a tremendous success, but where it gets a little shaky is how to move ahead. There are six recommendations along with some action plans that were put together, but there are also a number of gaps. Pritzl views the recommendations as the key thing for this group to consider. He would like to determine the priority order of the recommendations, which are attached hereto. The report also talked about some ranking that occurred but the priorities were changed. He said there were things that were voted on and mapped at the workshop, but then they got transformed into recommendations and some things got action planned but there seemed to be some disconnect. Weber agreed with this. Pritzl said some of the things that are in the action plan are things that were not discussed. The recommendations are more for this group to look at and decide where to start.

The first recommendation referred to the number of committees and task forces that overlap. There are as many as 10 – 12 multiple groups dealing with the same issues and the same things are being talked about at many of them. Weber said there will be a report coming out that breaks down those who work on mental health initiatives, those who support mental health initiatives and those that partner with those organizations. The Green Bay Mental Health Task Force will be working to see if some of those committees can combine to reduce the number of redundant meetings. She said that this report will be beneficial in dealing with recommendation one. She will bring the report to this Committee upon completion.

The second recommendation was to conduct a process evaluation and establish performance measures for the recently implemented jail liaison program and the day report center that is under development. Pritzl said one person has been hired as a jail liaison and that person has been the only one in the position and she did report her activity and has numbers. Those figures are currently in a Power Point but Pritzl will work on having those numbers reduced to a summary to be provided to this group. He said the jail liaison needs to know about the peer resources and how to get people connected to those places, such as NAMI and Dar June. Weber has spoken with the jail liaison and it seems like it is an awesome position and the liaison is really connecting people to a lot of community resources to help them sign up for insurance, find clothing, find housing, etc. Lindner added that the jail liaison is also signing people up for Badger Care before they leave jail so that as soon as they are released they can go to treatment immediately. Pritzl noted that working with the jail liaison is done on a voluntary basis, but people are requesting her services frequently. Zima questioned if there should be more than one liaison for continuity purposes. Pritzl said that was a good point and Zima would like this on the agenda for the next meeting to talk about the need for a second position. Weber hopes the liaison is being paid well so she stays on. Zima said that up until the time these initiatives were brought forward there seemed to be some lethargy in the Human Services Department. He felt this Committee has been able to bring about some new, exciting things for staff and the community. Zima does not want fear of facing the County Executive to be a factor in not asking for a second position if one is needed. The jail liaison is working with the people we want to keep out of the jail in the future. Hoyer asked if another liaison would be a greater priority than another case worker for the treatment courts. Pritzl said that at this point the case worker for treatment courts would be more important. Right now we are not able to see that these people are not going back to jail and are reducing law enforcement contacts. The program needs to be up and running for more time to be able to see those numbers, although at this time Pritzl felt the liaison is doing a very good job. Zima suggested bringing the liaison to the next County Board meeting so the Board understands what is going on. He would like to see more people being diverted but Hoyer felt Zima was a little ahead of his time. Pritzl felt the numbers would show that this is working, but he has to wait for the numbers and then they can build a case. He said they are doing more than status quo for next year because they will be asking for a treatment court case worker and an AODA clinician as well. Zima asked if Pritzl will also be asking for more money for the CBRF contracts to serve more than 37 people. Pritzl responded that is something that would

have to be added at the Board level but he will be asking for all of the money that is already set aside for this year, plus the entire amount again next year.

Recommendation number three talks about including and building upon the work of family members who have shown significant interest in collaborating. Pritzl was trying to see how this would come together. They talked about family members and people who have lived with the same experiences being effective voices, but Pritzl did not quite understand this and neither did Weber. Weber understood the recommendation to be more about peer specialists and family members trying to get their family member help and advocating for them. Pritzl and Weber both felt that this was already happening.

Weber said peer support in AODA and mental health can be hired to come and mentor people during their recovery. Zima felt that many times people just need a friend more than anything. Weber said that that is how the veterans' treatment court works with each participant having a mentor. Zima said keeping people in contact with people who are going to instill good choices is something that would be very helpful. Currently there are four, soon to be five, peer specialists that can be hired from NAMI and The Gathering Place. They can go out and speak with those who have a mental health issue during their recovery. Pritzl put the training part of this in his budget last year. Hiring a peer specialist is being discussed at the jail level and the County level and this is something that Judge Zuidmulder also talked about with the AODA. Weber noted the staff of Dar June is being trained in a state certified program. She felt that if someone has certification that they took the appropriate training and are helping people anyway behind the scenes, why couldn't recovery coaches and peer mental health specialist be offered. She would definitely recommend this but noted that people seemed to be a little leery at this point because it hasn't been done yet. She felt people are definitely going to relate to and talk to a person who has been through something similar. She does not think the County or judicial system is buying into this quite yet, but it is something that a lot of counties and programs have been doing. Pritzl said the training is being revamped by the State at this time and La Violette added that she likes the idea of peer support. Pritzl said The Gathering Place has some peer support specialists and Dar June staff is getting trained as well. Usually the peer specialists work for non-profits but Agar said that there are communities who have hired peer specialists either on a part time or full time basis. The peer specialists are able to make in-roads where others have failed and can provide numerous services like looking for housing, looking for clothing and teaching the correct way to use Narcan. Weber felt this needs to happen for the drug treatment courts. Statistics show that someone who is in recovery from an AODA issue can help someone else who is going through it and she thinks it should be being done here. Pritzl said this may be something he can bring to the Criminal Justice Coordinating Board to see what the interest of the judiciary would be.

Pritzl felt everyone was saying they are in favor of peer recovery. Zima urged Pritzl to ask for whatever tools he felt would be helpful. He felt this Committee is a powerhouse and Zima is determined to broaden the programs and get them to the point where they are showing success. Creating as much as success as possible will make things easier with the County Board, but we need to inch forward and broaden the work. Pritzl said he will bring things forward when he knows that they work.

Recommendation five was to explore the use of telepsychiatry to reduce waiting periods for access to psychiatric services. Pritzl noted grant resources were available for the initial purchase of equipment, but there are no additional grants available. He did note that he has budgeted to replace equipment next year to keep things up to date. Zima asked if telepsychiatry is effective. Pritzl responded that it is beneficial for some people. Agar added this is primarily for medication purposes and noted that now they need to have a therapist with the person during a telepsychiatry session. Pritzl noted that the waiting list went from 220 last year to 80 this year which is positive and due in part to telepsychiatry. He noted that it is not easy to find psychiatrists willing to do this, but this is the recommendation.

The last recommendation was focused on how information is shared collaboratively for coordination and this is something that has been a challenge in the past. There are barriers seen every day as to how to exchange information, and they have



not had a chance to dig into this too much yet. Pritzl said there is more information on this in the report as to other ways to share information. Lindner agreed that this is a big hang up as the law is very strict.

Zima asked who other than a psychiatrist can prescribe medication. Agar noted that an APNP (advanced practice nurse practitioner) can prescribe medication. A question was asked as to if the County could hire another APNP to help relieve the stress on the psychiatrists, but Pritzl responded that they have been unsuccessful in recruiting an APNP. He would suggest that Human Services be given time to look at the overall psychiatry staffing to see if there is existing capacity for telepsychiatry, but noted that the first order of business is to take care of the equipment. The focus should be on finding an APNP as Pritzl felt they were more effective than a psychiatrist. Agar agreed that APNPs can be very well trained and their personal skills seem to be warmer and more effective, but there are very few of them available in the State. More are being trained but the market for them is very competitive.

**4. Such other matters as authorized by law.**

The next meeting date was discussed and Zima felt that a meeting in about two weeks would be useful to hear from the jail liaison and the hospital people. September 14 was selected as the next meeting date and the meeting will be held at 12:00 pm. Schubert said he will reach out to the hospitals to ask for their attendance at the next meeting.

Zima said that in reviewing the minutes from the last meeting, it seemed like the detox was for alcohol and questioned if drug treatment was excluded. Pritzl said that other drugs would not be excluded, but the need for medical detox does not exist for other drugs as it does for alcohol. Someone with a heroin addiction, for example, would not need to go through medical detox. Pritzl noted that if someone is using multiple substances, they can go to Bellin, but not all detox needs to be done in a medical facility. Zima asked if something would be done about outreach for people who are in trouble who would benefit from services. Hoyer said that that is more the other aspect of things and felt that we need to have connections with some of the services where detox happens. Zima said that all of the communications that came through the County Board refer to alcohol and drug abuse detox treatment. Agar said the gap is primarily for alcohol detox that was the driving force of this initiative, but the initiative has been expanded to include anyone who needs medically necessary detox. Zima felt some outreach needs to be done to get the message out there that the services are available. He said we are here to help people, not for Human Services to figure out that it is going to cost too much. Pritzl said statutorily we are here to help people within the limits of funding and he is not going to overspend budgets. Zima felt that if the budget needs to be increased to meet the needs of the community, the staff cannot be the stumbling block. Hoyer appreciated Zima's enthusiasm but felt that things need to be put in place a little bit more. Pritzl agreed that outreach may be a little lacking, and people need to know that they can call intake at any time to seek services. Zima wants people to know there is help and where to call to get it. Different "help" phone numbers were discussed but Zima felt that that is too complicated. It needs to be a simple process. He does not want this initiative to continue with baby steps and he will not let the County Executive stop this. This Committee needs to be in the game of really making a change. The County needs to take advantage of the enthusiasm of the judges, the Sheriff, the District Attorney and this Committee and the community as a whole. Hoyer does not feel that people are holding back because of the County Executive by Zima disagreed. La Violette added that it is easy to tell department heads not to worry about the County Executive, but the Executive does have the authority to fire department heads. Hoyer also added that if too much money is put into something and it does not work, it will eliminate all of the credibility. We need to get started and get numbers before we put more money into it and this is not out of fear, it is out of reality of rolling things out and the time it takes.

**Motion made by Erik Pritzl, seconded by Chery Weber to adjourn at 2:40 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,  
Therese Giannunzio, Recording Secretary

## **Recommendations**

### **RECOMMENDATION 1**

*BROWN COUNTY HAS DEMONSTRATED A SIGNIFICANT COMMITMENT TO IMPROVING THE LIVES OF PEOPLE WITH MENTAL AND SUBSTANCE USE DISORDERS, INCLUDING THOSE INDIVIDUALS WHO COME IN CONTACT WITH THE JUSTICE SYSTEM. AS A RESULT, THERE ARE MANY COMMITTEES AND TASK FORCES WORKING TO IMPROVE THE COMMUNITY'S RESPONSE TO ISSUES AT THE BEHAVIORAL HEALTH/CRIMINAL JUSTICE INTERFACE. BROWN COUNTY REPRESENTATIVES SHOULD EXPLORE THE POSSIBILITY OF CONSOLIDATING SOME OF THESE COMMITTEES TO ADDRESS THESE ISSUES AS A COORDINATED GROUP.*

### **RECOMMENDATION 2**

*CONDUCT A PROCESS EVALUATION AND ESTABLISH PERFORMANCE MEASURES FOR THE RECENTLY IMPLEMENTED JAIL LIAISON PROGRAM AND THE DAY REPORTING CENTER THAT IS UNDER DEVELOPMENT. THE PROCESS EVALUATION SHOULD EXAMINE WHETHER THE PROGRAMS WERE IMPLEMENTED AS INTENDED. PERFORMANCE MEASURES SHOULD BE USED FOR ROUTINE MONITORING AND OVERSIGHT PURPOSES.*

### **RECOMMENDATION 3**

*CONTINUE TO INCLUDE AND BUILD UPON THE WORK OF THE FAMILY MEMBERS WHO HAVE SHOWN SIGNIFICANT INTEREST IN COLLABORATING TO IMPROVE THE CONTINUUM OF CRIMINAL JUSTICE/BEHAVIORAL HEALTH SERVICES. MANY COMMUNITIES HAVE FOUND FAMILY MEMBERS AND PEOPLE WITH LIVED EXPERIENCE TO BE THE MOST EFFECTIVE "VOICES" IN BRINGING RESOURCES TO A COMMUNITY.*

### **RECOMMENDATION 4**

*EXPAND FORENSIC PEER SUPPORT AND RECOVERY COACHING OPTIONS TO PROMOTE RECOVERY FOR JUSTICE-INVOLVED PEOPLE WITH MENTAL AND SUBSTANCE USE DISORDERS, FROM CRISIS-RESPONSE STRATEGIES TO REENTRY. MANY COMMUNITIES HAVE FOUND THAT PEER SPECIALISTS AND RECOVERY COACHES WITH A PERSONAL HISTORY OF INVOLVEMENT IN THE BEHAVIORAL HEALTH AND JUSTICE SYSTEMS ARE EFFECTIVE AT ENGAGING PEOPLE WHO HAVE PREVIOUSLY RESISTED OR HAD POOR EXPERIENCES WITH TRADITIONAL BEHAVIORAL HEALTH SERVICES.*

### **RECOMMENDATION 5**

*EXPLORE USE OF TELEPSYCHIATRY TO REDUCE THE WAITING PERIOD FOR ACCESS TO PSYCHIATRIC SERVICES. GRANT RESOURCES MAY BE AVAILABLE SUPPORT TELEHEALTH SERVICES, SUCH AS FROM THE HRSA TELEHEALTH NETWORK GRANT PROGRAM.*

### **RECOMMENDATION 6**

*INFORMATION SHARING AND UNDERSTANDING STATE AND FEDERAL HEALTH PRIVACY LAWS WERE IDENTIFIED GAPS AND WHILE NOT IDENTIFIED AS A PRIORITY, THERE WAS SUBSTANTIAL DISCUSSION OF HOW RESTRICTIONS IN INFORMATION SHARING INHIBITED COLLABORATION AND AGENCY COORDINATION.*

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, September 12, 2016 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kevin Kuehn, Bernie Erickson, Tom Sieber, Erik Hoyer, Terri Trantow and Kramer Rock  
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

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**CALL MEETING TO ORDER**

1. Chairman Kuehn called the meeting to order at 4:37PM.

2. **APPROVE/MODIFY AGNEDA**

Motion made by Terri Trantow and seconded by Erik Hoyer to approve the agenda.

Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Museum Director Report.** Museum Director Lemke described the partnership between the Neville Public Museum and the Green Bay/De Pere Antiquarians regarding hosting the Heritage Collection. Members were able to learn about six of the twenty-six oriental rugs that were jointly selected to be displayed in the Neville Auditorium. The display is now currently up and the Green Bay/De Pere Antiquarians will be hosting their October luncheon at the Neville with a program that highlights the history and importance of this community collection. Discussion ensued regarding the importance of Neville staff, volunteers, and stakeholders reminding the community that the collection housed and displayed are that of the community and that it is a resource to utilize.

Museum Director Lemke demonstrated the Adobe file sharing system that museum staff uses to share images and files with one another and with vendors. This was a workflow improvement request from staff and because it is a subscription service, there is now a dedication to staff and a yearly expense in the museum's budget. She shared that museum staff have accomplished assignment number one in listing and providing anchor artifacts including dimensions, weight and images to Triad Creative Group for their incorporation into Pre-Design Diagrams and Explanations of the Visitor Experience and Architectural Exhibition Master Plan. Discussion ensued; no specific feedback was provided, staff was commended on the process.

Museum Director Lemke informed the Board about a collaborative project with Public Works regarding the upcoming restoration of the Courthouse exterior dome and the connection to relevant content for the upcoming *Our Brown County 1818-2018* exhibition.

Lastly, Museum Director Lemke informed the Board that the Neville's Guest Services Coordinator had given notice and her last day was September 13, 2016. Director Lemke also shared that she had begun the process with the departments Human Resources Analyst to begin the recruitment for new hire. In the meantime, Director Lemke has assumed the critical roles of contract staff scheduling/evaluation and all room reservation requests to bookings. Deputy Director Cullen has taken on the weekly deposit verification, daily change runs and coordination of breaks/lunches. Research Technician Peth has taken on group sale entry and invoicing.

4. **Museum Deputy Director Report.** Deputy Director Cullen shared information about on-gong public archaeology program offerings and invited Board Members to participate in Parkaeology at Bay Shore County Park on

September 24, 2016. He also shared two new collaborations. The first is with St Norbert College and their Microbiology Department. Microbiology students under advisement of their professor assisted the Neville in extracting yeast from a seventy-five year old bottle of Rahr's Beer. The department will analyze the yeast and grow a new culture that will be used in the 2016 Cellar Series program series with local guest brewers alongside Deputy Director Cullen. 2016 celebrates the 150th anniversary of Green Bay's former Rahr's Brewery. Online registration can be processed at <http://www.nevillepublicmuseum.org/neville-cellar-series>

#### Old Imperial Pale Ale

Special Guest Brewer: Scott Kissman (Hinterland Brewing Co.)

Rahr's former flagship hoppy pale ale, fermented with actual Rahr's yeast.

Brewing: Tuesday, October 4, 6-8:00pm

Bottling: Tuesday, October 18, 6-8:00pm

#### Elk Head Beer

Special Guest Brewer: Dave Oldenberg (Titledown Brewing Co.)

A malt-forward beer with German roots, once brewed at the Rahr's brewery in Oshkosh.

Brewing: Tuesday, November 15, 6-8:00pm

Bottling: Tuesday, November 29, 6-8:00pm

#### All-star Lager

Special Guest Brewer: Jacob Sutrick (Leatherhead Brewing Co.)

An historic American lager originally brewed to honor of the Green Bay Packers early championships.

Brewing: Tuesday, December 6, 6-8:00pm

Bottling: Tuesday, December 27 6-8:00pm

Deputy Director Cullen also informed the Board about a collaborative project with Public Works, Planning and Land Services and the Wisconsin State Archaeologist. Deputy Director Cullen will be performing a GPR (ground penetrating radar) survey, analysis and report for a portion of Brown County owned land to attempt to assist in establishing boundaries of an unmarked, documented state archaeology cemetery site using noninvasive technology.

Much discussion ensued; staff was directed to update the Board on the process of both collaborative projects.

5. Such other matters as authorized by law:

Next meeting of the Neville Public Museum Governing Board will be Monday, October 10, 2016 at 4:30pm.

**2016 Governing Board Meeting Dates**

Monday, November 14, 2016

Monday, December 12, 2016

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:25 PM.

Motion made by Terri Trantow and seconded by Kramer Rock to approve.

Vote taken. MOTION APPROVED UNANIMOUSLY.

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, August 3, 2016**  
**Pamperin Park – Dance Hall Pavilion**  
**2801 CTH RK**  
**Green Bay, WI 54303**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Mark Handeland	<u>X</u>	Debbie Schumacher	<u>X</u>
James Botz	<u>Exc</u>	Matthew Harris	<u>X</u>	Ray Tauscher	<u>Exc</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>X</u>	Jason Ward	<u>X</u>
William Clancy	<u>X</u>	Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Kathleen Janssen	<u>Exc</u>	Reed Woodward	<u>X</u>
Bernie Erickson	<u>X</u>	Dotty Juengst	<u>X</u>	City of Green Bay (Vacant)	
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	Br. Co. Board-DePere (Vacant)	
Adam Gauthier	<u>Exc</u>	Gary Pahl	<u>X</u>		
Steve Grenier	<u>X</u>	Terry Schaeuble	<u>Exc</u>		

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, Dan Teaters, Todd Mead, and Kathy Meyer

1. Approval of the minutes of the June 1, 2016, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by G. Pahl to approve the minutes of the June 1, 2016, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Discussion and approval of the Intergovernmental Agreement Preparation of Comprehensive Plan Update between Town of Wrightstown and Brown County Planning Commission.

C. Lamine stated that A. Schuette has been in contact with the Town of Wrightstown and that this agreement is for the County Planning Department to prepare a comprehensive plan for the Town of Wrightstown. The agreement is broken up over the 2017 and 2018 budgets with the first half of payment due in 2017, and the second half due in 2018 for a total of \$16,888. C. Lamine stated that due to this being a contract with the planning commission and the municipality, staff asks that the BCPC Board of Directors approve the Intergovernmental Agreement Preparation of Comprehensive Plan Update.

A motion was made by B. Clancy and seconded by G. Pahl to approve the Intergovernmental Agreement Preparation of Comprehensive Plan Update between Town of Wrightstown and Brown County Planning Commission. Motion carried.

3. Discussion and action regarding an amendment to Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code.

D. Teaters summarized the amendment to Chapter 21 - Land Division and Subdivision Ordinance proposing that subsection 4 be added to Chapter 21.70 to ensure consistency between Chapter 21 and Chapter 22 – Shorelands and Wetlands.

C. Lamine stated that Chapter 22 will be presented to the Planning, Development and Transportation Committee this month for initial review and public hearing. The DNR is requiring Brown County to update Chapter 22 to comply with State model shoreland ordinance. D. Teaters noted that a copy of the draft Chapter 22 is available for viewing on the Brown County – Zoning website.

A motion was made by D. Wiese and seconded by G. Pahl to approve the amendment to Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code. Motion carried.

4. Discussion and action regarding draft Brown County Revolving Loan Fund (RLF) Housing Manual.

T. Mead summarized the history of both the Brown County Revolving Loan Fund (RLF) - Housing Program, and the Northeastern Region Community Development Block Grant (CDBG) – Housing program.

The Draft Brown County CDBG Revolving Loan Fund – Housing Policy and Procedures Manual mirrors the standard policies and procedures of the regional program manual.

A motion was made by B. Clancy and seconded by K. Flom to approve the Draft Brown County Revolving Loan Fund (RLF) Housing Manual. Motion carried.

5. Director's Report

C. Lamine stated that the Planning and Land Services budget was completed and submitted and met the target set by the County Executive. C. Lamine will present the budget to the Planning Commission at the October meeting.

C. Lamine shared documents brought in by D. Shumacher about the history of the Pavilion building at Pamperin Park.

C. Lamine invited members to stay after the meeting to enjoy refreshments.

A motion was made by B. Clancy and seconded by G. Pahl to receive and place on file the Directors Report. Motion carried.

6. Brown County Planning Commission staff updates on work activities during the months of June and July, 2016.

A motion was made by B. Erickson and seconded by S. Grenier to receive and place on file the staff updates on work activities of June and July, 2016.

7. Other matters.

B. Erickson stated that August 20<sup>th</sup> is Military Appreciation Ceremony Honoring Desert Storm Veterans at the Brown County Fair. You can pick up tickets at the Veterans office, Aging & Resource Center; you can also see B. Erickson.

B. Erickson expressed appreciation for the snacks tonight.

M. Handeland stated that wild parsnips is growing rapidly on both sides of Hwy 57 south of Greenleaf. C. Lamine indicated that he would look into this.

M. Malcheski stated that the Village of Ashwaubenon dedicated the community center last week and suggested that next summer we hold the BCPC meeting there.

8. Adjourn.

A motion was made by G. Pahl and seconded by B. Clancy to adjourn. Motion carried.

The meeting adjourned at 6:50 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
September 7, 2016**

**August, 2016 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the August 3 Brown County Planning Commission Board of Directors meeting.
- Attended the Economic Development Committee Department Head meeting with County Executive.
- Presented the overall 2017 Planning and Land Services Department budget to the County Executive and Administration Department staff.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Prepared for and participated in an EIS Lead Agencies meeting with WisDOT staff, and the County Principal Transportation Planner.
- Completed three interviews with applicants for the vacant Transportation/GIS Planner I position.
- Attended the August 17, County Board meeting to present the Land Records and Tax Records replacement system for CIP and RFP approval.
- Completed a UCC loan security termination for a repaid Brown County Economic Development CDBG loan.
- Served as the Brown County representative to the City of De Pere TIF #7 Joint Review Board meeting on August 8.
- Attended the August 8, Executive Committee meeting regarding the capital Improvements plan approval.
- Met with County Executive and representatives of WEDC to discuss economic development grant potential for the Brown County Research and Business Park project.
- Attended the August 31 Brown County/Green Bay Professional Football Stadium District meeting.
- Met with representatives of GRAEF and the County Principal Transportation Planner to discuss the status of the Southern Bridge Project. The meeting was scheduled at GRAEF's request.
- Worked with the Senior Land Use and Natural Resources Planner to address ESA issues.
- Participated in a site visit with Neville Museum Archeologist and Public Works- Facilities Staff regarding the identification of unmarked gravesites at the county farm site.
- Assisted GIS coordinator with coordinating a 2017 aerial photo project with potential partner municipalities.
- Served as the Brown County representative to the Village of Bellevue TIF #2 Joint Review Board meeting on August 16.
- Met with Bay Lake RPC Executive Director to discuss collaborative projects.



**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Continued to develop a bicycle and pedestrian crash analysis for the 2016 Brown County Bicycle and Pedestrian Plan Update.
- Organized a meeting of the Brown County Transportation Coordinating Committee (TCC) Section 5310 Application Review Committee. Also developed application packets and instruction memos for the committee members and distributed the packets and memos to the members.
- Reviewed and scored two applications for Section 5310 Program funds. Also prepared other information for the TCC Section 5310 Application Review Committee meeting.
- Completed the first draft of the MPO's 2017 Transportation Planning Work Program and sent it to representatives of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and WisDOT for review and comment.
- Conducted three interviews for the vacant Transportation/GIS Planner position with the County Planning Director.
- Participated in an EIS Lead Agencies meeting with the County Planning Director and representatives of WisDOT.
- Met with representatives of GRAEF and the County Planning Director to discuss the status of the Southern Bridge Project. The meeting was scheduled at GRAEF's request.
- Developed a plan for picking up and dropping off students at Altmayer Elementary School in De Pere in cooperation with the school's principal and staff. The plan was developed at the request of the principal and staff.
- Reviewed and commented on a draft cooperative agreement between the MPO, WisDOT, and Green Bay Metro. The draft agreement was developed by WisDOT staff.
- Participated in a quarterly MPO Directors meeting teleconference.
- Participated in the MPO/WisDOT annual state conference in Appleton.
- Attended a meeting of the Brown County Board's Planning, Development, and Transportation Committee.
- Conducted two weekly MPO staff meetings.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Processed purchase orders for the Northeastern Region CDBG-Housing Program and Brown County RLF-Housing Programs.
- Prepared 7 Environmental Review Records for proposed regional CDBG-Housing projects.
- Prepared 3 historic review requests for regional CDBG-Housing projects.
- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Coordinated the execution of amendment two to the regional CDBG-Housing grant agreement.
- Completed and submitted the Tier I Environmental Review Record for the new regional CDBG-Housing grant.
- Worked with the Senior Land Use and Natural Resources Planner to address ESA issues.
- Continued working on the Brown County Farmland Preservation Plan Update.
- Attended the Brown County Planning, Development, and Transportation Committee meeting on the evening of August 22 to present a technical update to the subdivision ordinance.
- Updated Farmland Preservation Plan maps for the Town of Holland and Village of Suamico.

- Participated in a site visit at the County Farm property on August 11 to coordinate identification of the unmarked cemetery.
- Prepared scopes of service and cost estimates to the Village of Denmark and Town of Pittsfield for comprehensive plan updates.
- Attended the Village of Wrightstown Village Board meeting on the evening of August 16 for adoption of their comprehensive plan update.
- Presented the draft Housing Chapter and Park Inventory for the Village of Pulaski Comprehensive Plan update to the Village's Planning and Zoning Commission on the evening of August 17.
- Met with ADRC staff and completed updates to the Rural Specialized Transportation Study.
- Received a recommendation of approval of the full draft Rural Specialized Transportation Study from the study committee on August 23.
- Met with the Green Bay Diocese school planning consultants on August 24 to discuss demographic and economic development trends in Brown County.
- Met with WEDC representative on August 26 to discuss grant opportunities for the research park.
- Attended the Town of New Denmark Board meeting on the evening of August 29 to discuss the Farmland Preservation Program and the Farmland Preservation Plan Update.
- Prepared an address map for the Town of Holland.
- Assisted the Town of Morrison, Town of Holland, Village of Pulaski, Town of Pittsfield, and Town of Eaton Zoning Administrators with zoning/land division questions.
- Assisted 53 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

**The recent major planning activities of Dan Teaters, Senior Planner:**

**Projects**

- Brown County Park and Outdoor Recreation Plan.
  - Continued development of the following chapters: 4 (Planning Process), 5 (Summary of Past CORP's), and 6 (Planning Region Characteristics).
  - Began reviewing information gathered through the public participation process.
  - Developed the format and collected data for Ch. 7 Inventory of County Parks, Trails, and Natural Open Spaces.
- Certified Survey Maps (CSMs).
  - Began Review of 10 new CSMs.
  - Completed review of 13 CSMs.
  - Signed and filed 8 CSMs.
- Plats.
  - Preliminary Plats.
    - Began review of 3 preliminary plats.
    - Completed review of 2 preliminary plats.
  - Final Plats.
    - Began review of 3 final plats.
    - Completed review of 2 final plats.
- Water Quality Management Letters.
  - Issued 3 208 WQM approval letters.
- Provided additional planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- ESA Amendments.

- Received 3 ESA Amendment Applications.
  - 2 Site visits for ESA violations or amendments.
- 2016 Brown County Bicycle and Pedestrian Plan.
  - Continued development of the metropolitan and rural bicycle facility recommendations.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Continued work on the *2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Collaborated with WisDOT on various aspects of highway projects to be included.
  - Ranked STBG eligible projects for future funding considerations.
  - Finalized draft text and tables.
  - Wrote legal notices for the public comment period and hearing for both the TIP and 2017 Green Bay Metro Program of Projects.
  - Disseminated draft to approximately 170 individuals and entities on the MPO's interested parties list, including FHWA, FTA, and WisDOT.
  - Wrote Facebook and Twitter announcements.
- Continued writing the *2016 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. The plan is required by the Federal Transportation law FAST-Act and will allow certain federal and state human-service related transportation dollars to be applied for and received by select local agencies.
- Received, reviewed, and scored applications for the *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown County Planning Commission Board of Directors is scheduled to award funding to specific project(s) in October 2016.
- Began preparing the *Green Bay Metro Quarterly Route Data and Analysis, August 2016* edition.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended the Annual Wisconsin MPO Conference held in Appleton on August 24-26.
- Attended the third and final Rural Specialized Transportation Study Committee. The study has been commissioned by the Aging and Disabilities Resource Center of Brown County and will be authored by Aaron Schuette, Principal Planner. Recommendations coming from the plan will be key input to the required coordinated public-transit human services transportation plan. Recorded and assisted in writing meeting minutes.
- Participated in the Green Bay Transit Commission meeting on August 17.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Assisted in preparing the 2017 budget. Met with staff from Administration. Presented to County Executive.
- Continuing to discuss a 2017 aerial photo project with potential partners: Municipalities, utilities, neighboring counties, and other agencies.
- Continued to assist with the Land Information/Tax Collection System Replacement project; Assisted with RFP document development.

- Assisted the Parks Department by creating an online GIS app that will help the snowmobile clubs map out the trails.
- Assisted the Health Department by mapping a list of all alcohol distribution locations.
- Assisted Land & Water Conservation with a mobile app to enable data collection for field inspections. Created online GIS application to log & map data.
- Participated in a conference call with Wisconsin Sea Grant.
- Produced a 911 data refresh for Public Safety Communications.
- Assisted the Library with an online district lookup map.
- Began updating the polling location maps for the upcoming election.
- Upgraded software on the county's internet mapping site.
- Attended to the online Survey Index GIS site (updates, fixes, etc.).
- Continued to develop the new online mapping site.
- Performed many edits to the GIS database (new subdivisions, street additions/vacations, addressing, etc.).
- Assisted staff from the City of Green Bay Public Works with creating a connection to the county's GIS database & other matters.
- Provided GIS data and other services for Donohue & Associates, GRAEF, Access Engineering LLC, McMahon Engineers, Mobilitie, Nsight, Cushman & Wakefield | Northmarq, Match Realty Group, Coldwell Homes, Imig Appraisal Co, Apple Tree LLC, Cardinal Capital Management, CLR Design, TYSON Foods / TNT Crust, Green Bay Metro Sewerage District, 3-GIS, NRT, Green Bay Newcomer's, Rawhide, Suffix, Wisconsin Department of Health Services, Wisconsin Department of Administration, U.S. Geological Survey (USGS), Fort Howard Memorial Park, City of Green Bay, City of DePere, Village of Pulaski, Village of Suamico, Village of Bellevue, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Ledgeview, Town of Pittsfield, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered one (1) interim site inspection for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and ordered two (2) interim site inspections for the Brown County Revolving Loan Fund (RLF) Housing Program.
- Prepared and ordered four (4) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered four (4) final site inspections for CDBG clients.
- Prepared and ordered one (1) final site inspection for a RLF client.
- Met with six (6) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened nine (9) new CDBG applications.
- Denied and closed out one (1) CDBG application.
- Prepared and closed nine (9) CDBG Housing Rehabilitation Loans.
- Submitted and corresponded with five (5) bid documents to CDBG applicants for future rehab projects.
- Prepared, reviewed and finalized two (2) subordination agreements for existing CDBG clients.
- Reviewed and prepared one (1) satisfaction for an existing CDBG client for home sale.

- Prepared for one Door County CDBG down payment home purchased loan.
- Attended monthly Brown County Lead Paint Coalition meetings.
- Attended staff meetings.
- Attended a Brown County Planning Commission Board Meeting to gain approval update on Brown County Revolving Loan Rehab Loan Program Manual.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

- Issued an address for the Town of Glenmore and Town of Green Bay.
- Continued to assist with the development of the Brown County Park and Outdoor Recreational Plan. Created draft maps for all county parks and trails.
- Continued to assist with the development of the Brown County Bicycle and Pedestrian Plan.
- Created and redesigned draft maps for Green Bay Metro full service routes. Metro staffs are in the process of reviewing the maps.
- Updated transit Route 6 map for the Transit Guide Booklet.
- Updated the overall Limited Service Routes map.
- Updated a map for the Coordinated Public Transit-Human Services Transportation Plan.
- Posted announcement on Facebook and Twitter for the review of the DRAFT 2017-2021 Transportation Improvement Program in the Green Bay Urbanized Area.
- Continued to provide assistance and create maps for the Village of Allouez's Bicycle and Pedestrian Plan.
- Attended the Green Bay Active Communities Alliance meeting on 8/3/16.
- Participated in MPO staff meetings every Monday morning as needed.
- Participated in PALS staff meetings monthly as scheduled.

**Rural Specialized Transportation Needs Study  
Advisory Committee Meeting #2  
Brown County ADRC Room #137  
Tuesday, June 7, 2016  
9:00 a.m.**

**MINUTES**

**Present:** Christel Giesen, Devon Christianson, Debbie Mercier, Larry Puzen, Lois Trad, Marvin Rucker, Bill Clancy, Terry Gajeski, Tina Whetung, Lisa Conard, and Aaron Schuette.

1. Aaron Schuette called the meeting to order.
2. Approval of draft minutes.

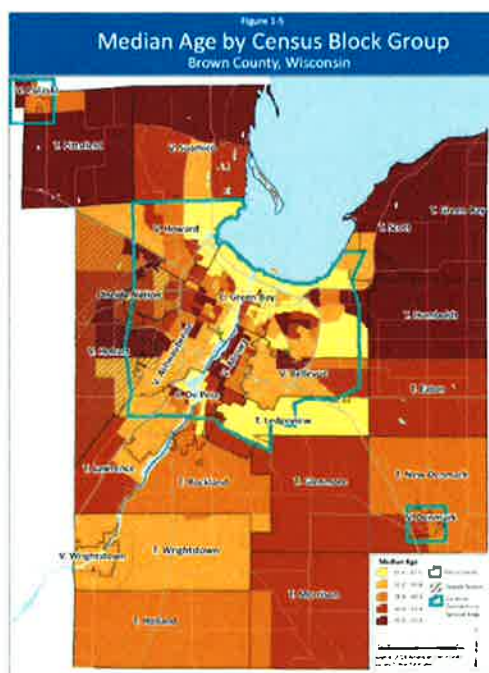
C. Giesen requested that all references to N.E.W. Curative in the April meeting minutes be changed to Curative Connections. A motion was made by T. Whetung, seconded by L. Puzen, to approve as corrected. Motion carried.

3. Review of study progress to date.

A. Schuette presented information via PowerPoint.

At the first meeting of the group, A. Schuette presented population information provided by the US Census and Wisconsin Department of Administration (DOA). A. Schuette refined the information to show data by census block group:

- The darker the orange color, the higher the median age.
- Highest median ages in the rural Towns of Pittsfield, Scott, Green Bay, and Glenmore



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## Curative Connections



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A. Schuette interviewed a number of stakeholders in person and over the phone and concluded that there is a need and that there is a need for a professional coordinator to assist people navigate the system (human service and transportation systems).

The following items/concerns were discussed during the stakeholder interviews:

Program Eligibility

- Appropriate provider
- Details about pick up / drop off
- Mobility manager need to assist clients and caregivers

Availability

- Limited volunteer drivers
- Service areas
- Straining personal social networks to provide transportation
- Last minute rides for sickness, imprecise pick up / drop off times, availability of wheelchair accessible vans, and lack of weekend and nighttime options.

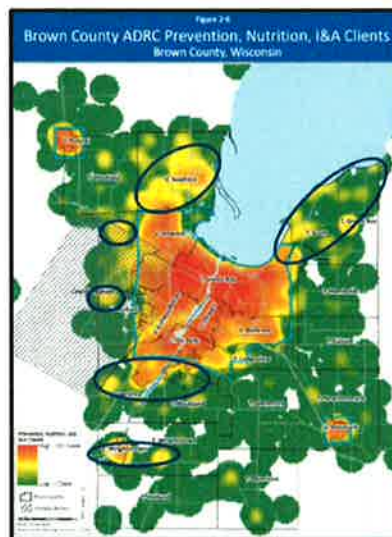
Cost

- Very local trips
- Private providers have very high costs

Geography

- Large areas of Brown County outside of Curative and Green Bay Metro service areas.
- Limited capacity for Rural Driver Escort service.
- Relative lack of population density in rural areas (higher cost per person to provide service)
- Longer ride times
- Weather related issues – unplowed, long driveways

A. Schuette stated he conducted a Demand Analysis. Included in the review were Curative Connections ridership by address and Brown County ADRC prevention, nutrition, and I&A clients by address. A. Schuette stated potential demand for additional services outside of existing Curative Connections service area exist at: Suamico, Hobart (Centennial Centre), Oneida, South De Pere/Lawrence /Ledgewood, Wrightstown /Greenleaf, and Northeast Bay Shore as shown on the map:





These data could be used to further prioritize those areas that have high numbers of clients and higher median age.

Discussion occurred regarding the "hot spots". It was agreed by the committee to try to quantify the areas in terms of number of people in each area needing service as well as to develop a brief questionnaire targeted to individuals in the "hot spots": A. Schuette will coordinated with C. Giesen on developing questions.

Discussion also occurred regarding financing existing transportation programs.

The Village of Howard does not contribute financially to Green Bay Metro, therefore, service is not provided. Currently, communities do **not** contribute financially to Curative Connections.

A. Schuette stated that prior to the next meeting he will develop a full draft for the committee to review.

It is anticipated that the full report will be submitted to the ADRC Board on September 22, 2016.

5. Identify next meeting date, time, and location.

The next committee meeting was set for:

**Rural Specialized Transportation Needs Study  
Advisory Committee Meeting #3  
Brown County ADRC Room #137  
Tuesday, August 9, 2016  
9:00 a.m.  
ADRC**

The meeting was adjourned at 10:10 a.m.

**Minutes**  
**Rural Specialized Transportation Needs Study**  
**Advisory Committee Meeting**  
**9:00 a.m.**  
**Tuesday, August 23, 2016**  
**Board Room, Brown County ADRC**  
**300 S. Adams Street, Green Bay, WI**

**Present:** Christel Giesen, Devon Christianson, Debbie Mercier, Larry Puzen, Lois Trad, Marvin Rucker, Diana Brown, Terry Gajeski, Tina Whetung, Lisa Conard, and Aaron Schuette.

1. Call to order.

Aaron Schuette called the meeting to order.

2. Approval of draft minutes.

A motion was made by D. Mercier, seconded by M. Rucker, to approve the meeting minutes of the June 7<sup>th</sup>, 2016 Rural Specialized Transportation Needs Study Advisory Committee Meeting. Motion carried unanimously.

3. Review/discuss full draft of study.

A. Schuette presented information via PowerPoint.

A. Schuette reviewed the study goals and description:

- Evaluate current demographic trends and identify where unmet specialized transportation needs may exist in rural Brown County.
  - Will allow for most efficient utilization of limited financial, human, and capital resources while maximizing specialized transportation access to rural seniors and people with disabilities.
- Study process will include:
  - Data collection and mapping
  - Stakeholder interviews
  - Public outreach meetings
  - Analysis of collected information
  - Development of a final report

A. Schuette stated that a client transportation survey was conducted.

Survey Results – Generally

- Many respondents stated availability 1 – 2 times per week need transportation assistance.
- Trips are for medical, employment, and social purposes – church, shopping, haircuts, and visit friends/relatives.
- Private transportation providers are very expensive - \$100 - \$150 per trip.
- Many respondents indicated they do not have to want to depend (inconvenience) on others.

A. Schuette stated that with the background information, demographics, surveys, individual meetings, and input from the committee, the following recommendations have been developed.

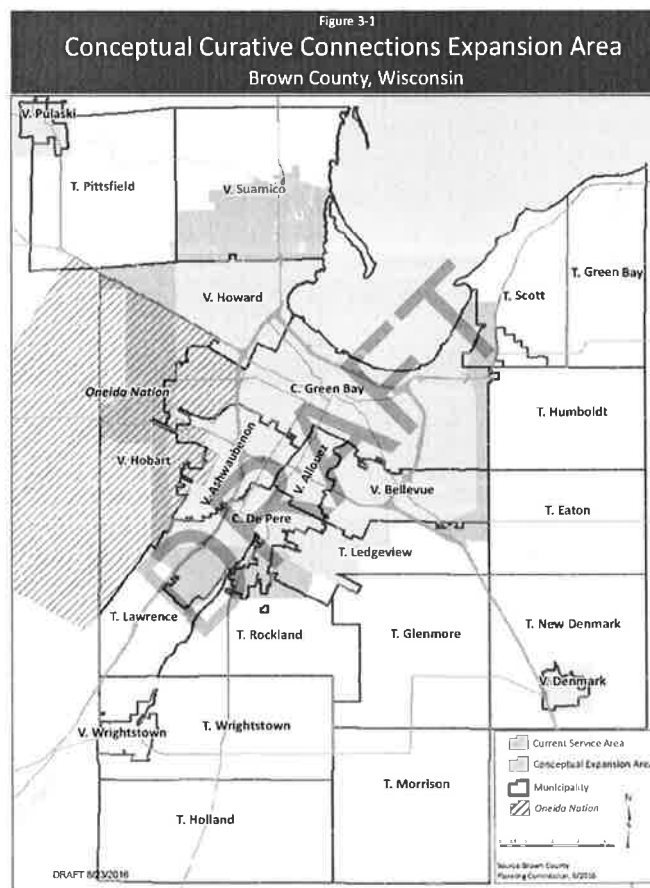
### Programmatic Recommendations

- Support the creation of a mobility manager position and travel trainer position
- Both positions would help create efficiencies in directing clients to appropriate transportation options.
- Mobility manager position would focus on coordination efforts, service outreach, identifying financial resources, and building partnerships among municipalities, service providers, agencies, and clients.
- Travel trainer position would serve as a point of contact for customers and agencies to determine appropriate transportation option based on client need and efficiencies.

### General Recommendations

- Expand Curative Connections Service Area to Urbanized Area
  - Would include growing areas of southern Suamico, southern De Pere, northern and central Hobart/ Oneida, southwestern Town of Scott, and areas along edges of current service area.

A. Schuette presented the following map (recommended expansion areas in green)



L. Trad asked if a qualifying senior or person with a disability could schedule a trip with Curative if the person lives in Brown County but outside of the service boundary and begins a trip within the boundary.

T. Wethung stated yes. They currently have a client that drives from Suamico to a location on Lineville Road for pick-ups and dropped offs.

Discussion occurred regarding the Mobility Management and Travel Trainer function. Federal Section 5310 and State 85.21 funds allocated to Brown County would cover a majority of the positions. It is likely that the Mobility Manager will be hired in late 2016 with the additional position in 2017. Green Bay Metro would house the positions but services provided by the positions would be county-wide.

Discussion occurred regarding Curative implementing a zone or distance-based fare. All agreed that it would be more equitable but would create additional billing complications for Curative staff. Further discussion internal to Curative would be required before implementation could occur.

Diana Brown from Curative Connections stated that Curative recently conducted a client survey and 95% stated that the \$6.00 round trip fare was "just right".

Discussion occurred regarding expansion (green area). It was felt that providing a trip into the expansion area would require more time and may impact the number of trips the program is able to provide.

T. Wethung stated that Curative employs eight full and part-time drivers which provide service to clients traveling to and from the Curative facility. Curative also uses 85 volunteer drivers for the balance of service.

A. Schuette stated that to facilitate expanded service area, Curative staff should:

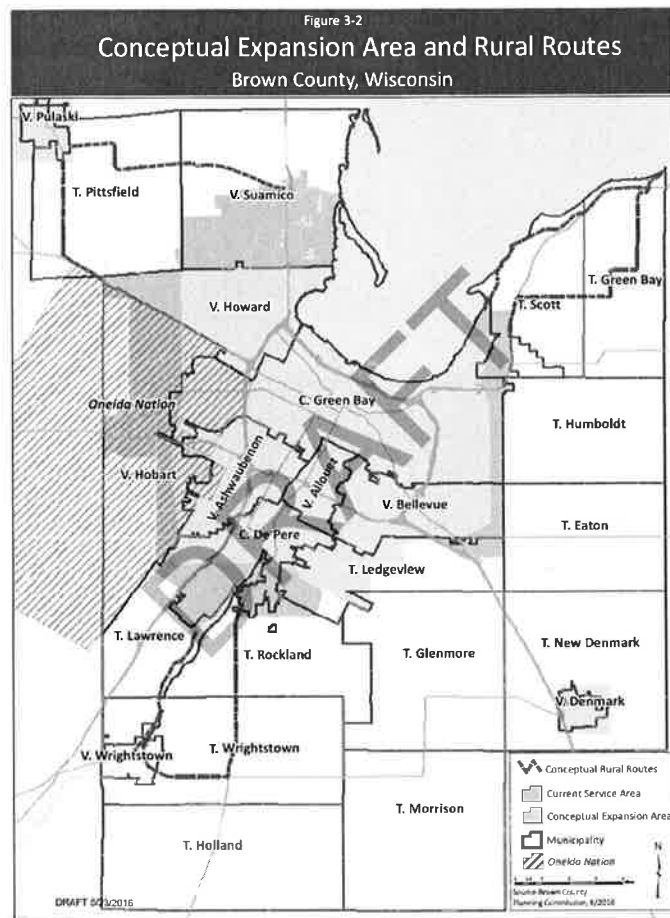
- Work with local communities to store vehicles in dispersed locations.
- May help with recruiting volunteer drivers as vehicles are more visible.
- Dependent upon expanded service area being cost-effective for Curative Connections.

Discussion occurred regarding existing Curative program constraints. Funding is available to cover the cost of the program and regular replacement vehicles. The largest constraint has been the number of volunteer driver hours available. Curative has recently hired a volunteer coordinator to help with recruitment. In addition, Curative is considering hiring an additional paid driver.

A. Schuette noted the following:

- There are demand areas outside of conceptual expanded service area – Pulaski, Wrightstown, Greenleaf, Dyckesville, and East Bay Shore.
- Relative lack of population density and distance make demand-response service to these areas inefficient.
- May want to consider a set route-based system two times a week.
- Would allow for clients to plan ahead in scheduling appointments.
- Rural Driver Escort Program could then serve very rural clients on demand-response service.

A. Schuette described the recommended route-based system to 1.) Pulaski, 2.) Wrightstown and Greenleaf, and 3.) Dyckesville and East Bay Shore areas (possible routes shown in red). A. Schuette noted that the implementation of the routes could ease the demand for Rural Driver Escort Program in these areas.



D. Christenson stated that the Rural Escort program will be transitioned to Curative in 2017.

Discussion occurred regarding the proposed routes. The consensus was that the routes would likely work well for shopping/pharmacy/errand type trips but not as well for medical appointments as it would be difficult to schedule appointment times consistent with the limited service.

4. Action regarding forwarding the full draft of study to ADRC Board

A motion was made by Larry Puzen, seconded by Debbie Mercier, to recommend approval of the plan to the ADRC Board. Motion carried unanimously.

5. Identify next meeting date, time, and location, if necessary.

A. Schuette will present the draft study at the September ADRC Board meeting.

6. Adjourn.

The meeting was adjourned at 10:23 a.m.

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

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A regular meeting was held on **Monday July 18<sup>th</sup>, 2016**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:31 pm.

2) Roll Call:

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Norb Dantine  
Bud Harris  
Ryan Holzem

Excused: Mike Van Lanen  
Dave Landwehr

Absent Lisa Bauer-Lotto  
Bill Seleen

Also Present: Dean Haen, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Mark Walter, Brown County P&RR  
Chris Blan, Brown County P&RR

3) Approval/Modification – Meeting Agenda – *Request for Approval*

**A motion to approve the agenda was made by Norb Dantine and seconded by Mark Vanden Busch.** Unanimously approved.

4) Approval/Modification – Meeting Minutes of May 16<sup>th</sup>, 2016 - *Request for Approval*

**A motion to approve the May 16<sup>th</sup>, 2016 meeting minutes was made by Bud Harris and seconded by Ryan Holzem.** Unanimously approved.

5) Announcements/Communication

Mr. Katers confirmed that the Wisconsin Council on Recycling is meeting in the Brown County Resource Recovery offices on Wednesday July 20<sup>th</sup>.

6) 2017 Budget – Request for Approval

Mr. Haen explained the budget process to the board. A letter is to be sent to all the preferred and contracted customers with information regarding the Resource Recovery budget changes so these companies and municipalities can build their budget.

Additionally, it is proposed to increase the gate rate \$1 and the minimum fee \$1. The fee to dispose of tires is proposed to increase \$0.50 per tire. For those who choose to recycle their wood waste the rate is proposed to be \$40 per ton instead of the \$47 per ton gate rate.

The asphalt road around the Waste Transfer Station needs to be repaired; as a Capital Improvement Plan it is budgeted for \$250,000.

Recycling customers have been made aware that recycling conditions have not changed much in the last year and customers are told that they should expect a \$10 per ton charge in 2017.

It is the 8<sup>th</sup> year of the single stream recycling facility. Revenue proceeds of \$250,000 - \$330,000 are being spent on significant improvements.

The recycling tip floor at the Brown County Recycling Transfer Station will need to be replaced and \$106,000 has been budgeted to replace a large portion.

It is recommended that the Household Hazardous Waste facility change its name to Hazardous Materials Recovery Program to more closely reflect the operations that occur. This change is budgeted for \$2,500.

The South Landfill has been included in the Capital Improvement Plan. In 2019, \$200,000 worth of work will be done on modifications to the Feasibility Determination. In 2020 and 2021 the South Landfill will be constructed.

In regards to the table of organization, Mr. Haen would like to change the table of organization to add Lead Pay for Associates, giving the Lead person more responsibility to see daily and weekly work assignments through. It is also requested that the Intern job be changed to a Limited Term Employee which would increase pay and aid in recruitment.

It was recommended that no more money be invested in Gas-To-Energy. At some point in 2017 it will end.

**A motion to approve the 2017 Budget was made by John Katers and seconded by Mark Vanden Busch.** Unanimously approved.

7) Second Quarter 2016 Budget Status Report – Request for Approval

Mr. Haen stated that the Department's budget status is on track for 2016.

**A motion to approve the second quarter 2016 budget status report was made by Norb Dantine and seconded by John Katers.** Unanimously approved.

8) South Landfill Leachate Options Analysis – Update

Mr. Doverspike explained the process of getting ready for the South Landfill in the next 5 years. Items to be completed include a leachate evaluation in 2016, a feasibility plan to reevaluate the landfill in 2017, an operation RFP in 2018 – 2019 to see who will be operating and constructing the landfill, and the start of construction in 2020 – 2021.

Mr. Doverspike briefly explained the report that Foth put together on how to treat leachate at the South Landfill. Volume, quality, hauling cost, where it is going to be hauled, treatment costs, installing a pipe, etc. are all factors that need to be considered. Mr. Doverspike went on to explain each of these factors in detail.

Mr. Dantine asked what will happen with methane gas. Mr. Doverspike explained that options include CNG or pipeline quality.

9) Recycling Commodity Markets – Update

Mr. Walter explained that markets are starting to rise slowly and composite price is starting to rise as well. Prices are at \$77 per ton compared to December 2015 when prices were around \$62 per ton. A breakdown of the composition of material is included.

10) Fox River Fiber – Update

Mr. Haen stated that Fox River Fiber requested that by July 19<sup>th</sup> Brown and Outagamie County prove that progress is being made towards a resolution. There have been a few letters of communication. Fox River Fiber has given a two week extension while Brown County waits for a response letter from Outagamie County.

Mr. Haen heard from Outagamie County that they have begun preliminary siting on the Northwest Landfill in their county.

11) Director's Report

Mr. Haen stated that the Brown County Stakeholder and BOW Stakeholder meetings in June this year were fairly well attended. The next BOW Stakeholder meeting will take place in Winnebago County.

There is an executed agreement with Landfill Reduction & Recycling to lower the C&D rates for the next five years.

The residential drop-off area at the Waste Transfer Station is under construction and will lessen the traffic in the Waste Transfer Station.

Mr. Haen explained how the event that took place at Lambeau with Advanced Disposal went.

12) Such other Matters as Authorized by Law

There are no other matters as authorized by law.

13) Adjourn



A motion to adjourn was made by Norb Dantine and seconded by John Katers. **Unanimously approved. Meeting adjourned at 3:40 pm.**

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, June 13, 2016**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:15 a.m.**

**ROLL CALL**

Diana Brown (Curative Connections)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Vinny Caldara (MV Transportation)	<u>x</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Corrie Campbell (BC Board of Supervisors)	<u>      </u>	Mary Schlautman (ADRC of Brown County)	<u>x</u>
Brandon Cooper (Oneida Nation)	<u>      </u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Mallory Cornelius (ASPIRO)	<u>      </u>	Lisa Van Donsel (ADRC of Brown County Board)	<u>Exc</u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	Derek Weyer (Wisconsin DOT NE Region)	<u>Exc</u>
Patty Kiewiz (Green Bay Metro)*	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Greg Maloney (Lakeland Care District)	<u>x</u>	Genny Willemon (BC Human Services)	<u>      </u>
Linda Mamrosh (Citizen Member)	<u>x</u>	John Withbroe (Green Bay Transit Commission)	<u>      </u>
Barbara Natelle (Syble Hopp School)	<u>      </u>	Vacant (BC Executive Department)	<u>      </u>

Others Present: Lisa J. Conard and \*Essie Fels for Patty Kiewiz

**ORDER OF BUSINESS**

1. Introduction of Transportation Coordinating Committee (TCC) Citizen Member Linda Mamrosh.

C. Runge introduced Linda Mamrosh.

L. Mamrosh stated that she holds a Master's degree and worked as a vocational rehabilitation counselor for many years prior to retiring. Linda is a resident of De Pere, having moved recently from New York City to be closer to family. Linda stated that she is legally blind.

2. Approval of the December 7, 2015, TCC meeting minutes.

A motion was made by M. Schlautman, seconded by P. Finder-Stone, to approve the December 7, 2015, TCC meeting minutes. Motion carried.

3. Selection of a Section 5310 Program Project Review Subcommittee for the Calendar Year (CY) 2017 application cycle.

C. Runge provided an overview of the Section 5310 program:

- Federal funds for transportation services for seniors and people with disabilities
- Program is managed statewide by WisDOT, but the Green Bay Urbanized Area administers its own program because its population exceeds 200,000
- Green Bay Urbanized Area gets an allocation of approximately \$160,000 per year
- Brown County Planning Commission Board of Directors (MPO Policy Board) has approval authority
- Applicants and subrecipients are typically non-profit organizations. Curative Connections, Disabled American Veterans (DAV), and Green Bay Metro have received funds in the past
- Program funds **Capital** projects (must be 55% or more of the urbanized area's total allocation)
  - Primarily funds vehicles & equipment
  - Capital also includes mobility management programs and activities
  - 80/20 federal/local match
- Program also funds **Operating** projects
  - 50/50 federal/local match
- Green Bay Metro receives 10% of the area's total allocation as the program's Designated Recipient (requirements include electronic grant building, monitoring, and reporting)

C. Runge stated that the Section 5310 Program Project Review Subcommittee will be charged with reviewing, scoring, and making a recommendation for funding to the full TCC for all applications received.

In 2015, a total of two applications were received and both received funding:

1. Curative Connections: two vehicles for the transportation program
2. Disabled American Veterans: one vehicle to transport veterans to medical appointments

In addition to C. Runge and L. Conard of the Brown County Planning Commission, the following TCC members agreed to serve on the Subcommittee (the members of the Subcommittee are not allowed to represent an entity applying for Section 5310 funds):

- S. Popp
- M. Schlautman
- P. Finder-Stone

C. Runge stated he will distribute the submitted Section 5310 applications to the Subcommittee shortly after the application submittal deadline of August 15. C. Runge stated that the Subcommittee will meet one time to discuss the applications and develop a recommendation to the full TCC, and the Subcommittee meeting will be held the week of either August 22 or August 29.

The TCC will meet on September 12 to discuss the recommendation of the Subcommittee and it is anticipated that the Brown County Planning Commission Board of Directors will take action on October 5.

4. Discussion regarding the status of establishing a Specialized Transportation Mobility Manager in Brown County.

C. Runge noted that the TCC has been discussing and the planning department has included in its plans the concept of a Specialized Transportation Mobility Manager serving all of Brown County for many years.

With the unallocated Section 5310 funds from the 2016 cycle about to lapse, the Brown County Planning Commission Board of Directors approved the remaining \$29,970 to be used to hire a mobility manager starting in 2016.

Aging and Disabilities Resource Center (ADRC) of Brown County staff, Green Bay Metro staff, and Brown County Planning Commission staff have been working recently to develop a strategy to establish and fund a mobility manager and related programs. Green Bay Metro (serving Green Bay, De Pere, Allouez, Ashwaubenon, and Bellevue) has agreed to house a mobility manager who will serve all residents of Brown County. It is proposed that a combination of federal funds and state 85.21 funds be used to create a reliable source of funding for the mobility manager program.

In December of 2015, the TCC invited two mobility managers (Appleton area and Door County) to attend a TCC meeting to discuss their programs.

Discussion occurred regarding the qualifications of the mobility manager.

L. Conard noted that in addition to understanding specialized transportation, the draft job description places an emphasis on human services-related experience and knowledge.

S. Popp asked that the draft job description be shared with the TCC members so they can review it and provide comments. The other TCC members present at the meeting agreed with this request.

C. Runge stated that he will send the draft job description to the TCC members after the meeting and will ask the members to submit their comments within a week. Any comments submitted to C. Runge will be forwarded to Green Bay Metro Director P. Kiewiz.

5. Round robin discussion about specialized transportation services in Brown County.

L. Mamrosh noted that it is difficult to find reliable last minute transportation. Since she is relatively new to the community, L. Mamrosh asked TCC members to provide her with contact names and phone numbers for such services.

Discussion occurred regarding the lack of quality and available private taxi companies in the Green Bay area. Discussion also occurred regarding the transportation options that Uber or other Transportation Network Companies (TNCs) can provide in the area.

M. Schlautman noted that there continues to be a need for bilingual travel training information in the area. She also noted the lack of transportation options for those who reside in the rural area of the county.

G. Maloney noted that he works for a Managed Care Organization (MCO). G. Maloney noted that as developmentally disabled teens leave school and transition to jobs, it is difficult to find transportation for those who live in rural Brown County who might find a job in the urban area.

V. Caldera reported that MV<sup>1</sup> has been operating with an on-time trip rate of 97% (federal law requires 95%).

L. Mamrosh stated that she uses the paratransit program in addition to the fixed route bus system. L. Mamrosh asked if she should provide her scheduled appointment time to the call taker when she calls to make a paratransit reservation. She mentioned that she did this when scheduling a paratransit trip, but the call taker said that she needs to identify a pick-up time instead.

V. Caldera and E. Fels confirmed that L. Mamrosh should provide the time of her scheduled appointment.

S. Popp noted that her clients are having a difficult time requesting and receiving an exact pick-up time from MV during the morning and afternoon peaks.

6. Other matters.

C. Runge requested that future meetings of the TCC be held at 10:15 a.m. to better accommodate TCC members or other meeting attendees who use the fixed route bus system. The committee agreed.

The next TCC meetings are scheduled as follows:

- September 12, 2016 at 10:15 a.m.
- December 5, 2016 at 10:15 a.m. (The December meeting is scheduled for the first Monday of the month to accommodate the need for a recommendation for approval of the ADRC's State 85.21 plan prior to the ADRC Board meeting in December.)

7. Adjourn.

C. Runge closed the meeting at 11:25 p.m.

<sup>1</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, August 16, 2016 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Chair Erickson, Duane Pierce, Jim Haskins, Jerry Polus, Joe Witkowski, Jim Belongia, Carl Soderberg  
**EXCUSED:** Delores Pierce, Tracy Rosinski, Ed Koslowski

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**\*\*Running Total of Veterans' Certificates: 1730**

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1. **Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. **Invocation.**

3. **Approve/Modify Agenda.**

**Motion made by Jim Haskins, seconded by Duane Pierce to modify the agenda by moving Item 11 to follow Item 4. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes of July 19, 2016.**

**Motion made by Duane Pierce, seconded by Joe Witkowski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in the proper format here, Jim Belongia spoke on Item 11 at this time.*

5. **Budget Status Financial Report, June 2016.**

**Motion made by Jim Haskins, seconded by Duane Pierce to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Update re: Honor Rewards Program.**

Register of Deeds Cathy Williquette explained the Honor Rewards program. Currently there are 74 businesses signed up for the program and veterans with appropriate identification can go to any participating business to receive special offers and discounts. Veterans can get an Honor Rewards identification card by going to [www.HonorRewards.com](http://www.HonorRewards.com) and requesting it. To date 122 cards have been issued and there are 17 more waiting for approval. Williquette continued that a number of veterans were signed up recently at the Pearly Gates ride and she will also have staff at the Fair to sign up veterans.

CVSO Jerry Polus said he would like to follow up with businesses in De Pere, Ashwaubenon, Allouez, Howard and Suamico because there has not been a great number of businesses from those areas that have signed up. Erickson can help Polus with this after the Fair. Polus would like to see the number of offers grow and he will work on this after the Fair.

7. **Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.**

- a) **25<sup>th</sup> Anniversary of Desert Storm.**
- b) **Fair Agenda.**

Erickson showed the group the dog tags that will be distributed at the Fair and gave one to everyone at the meeting.

Jim Haskins, Duane Pierce and Ed Koslowski went to the last Fair Board meeting and walked around the grounds to decide on the layout. Pierce noted Koslowski wanted a place on the agenda to present gift cards to the singer, the people playing Taps and the Chaplain. Polus said he and Erickson had talked about that and did not feel it was something that should be on the agenda. After this was discussed further, it was decided that if Koslowski felt strongly about this, the gift cards would have to come out of his own pocket and be presented at some time other than during the ceremony. Pierce will relay this to Koslowski. Erickson also noted that John Hoes wanted to be on the agenda but Erickson was not agreeable to that either as the agenda had already been set. Polus went over the agenda one more time to be sure that everyone is on the same page. The groups who will be setting up tables in the tent will start arriving by 9:00 am so they will be ready by 10:00 am. Erickson will kick the ceremony off by reading the declaration and he will also read the certificate before they are distributed. Polus will bring a few copies of the agenda as well as the sign up forms for the veterans' certificates. Haskins said that cookies and lemonade will be provided again this year.

**8. Report from CVSO Jerry Polus.**

Polus noted he had recently visited Congressman Reid Ribble's office and was able to meet the staff who were all very nice. He did not have anything else to report.

**9. Comments from Carl Soderberg.**

Soderberg reported that someone from Polus's office has been approved by the committee panel for a job in Marinette County. Polus informed that Tom Doyle of his office had the opportunity to apply for a CVSO position in Marinette County. He said Doyle has done an outstanding job in Brown County and although he hates to lose him, Polus gave him a very high recommendation and Doyle will be starting his CVSO job in Marinette County following Labor Day. Soderberg added that he has heard nothing but good things about Doyle.

**10. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).**

-Erickson did not have anything to add other than what had already been discussed.

-Haskins reported that he had recently attended the Iola Car Show. He talked about the Cruise of Honor sponsored by the show and the Veterans Home in King. Veterans from King are taken by golf carts around the car show to see the displays. This is done twice a day and people are encouraged to clap for the veterans as the golf carts come through. Haskins said it is a neat event and they do it every year.

Haskins also said he recently attended a welcome home meeting for veterans at the Veterans' Clinic in Green Bay. There was free food and Veterans' Affairs was there to help veterans sign up for healthcare and other programs. Haskins said it was a very nice event with good attendance. He also said the Veterans' Center will be holding their booyah sale on September 10.

Haskins also noted he was at the Military Appreciation Night at the Green Bay Blizzard game. All of the veterans in attendance received a very nice shirt and were recognized during the game. He said this was a very nice event and he is glad that he went.

-Pierce reminded the group about the POW candlelight ceremony that will be held at the POW/MIA flagpole at the courthouse beginning at 7:00 pm on September 16. He said people will start arriving around 6:00 pm to get a candle. This event was very well attended in the past and he is hoping for the same this year.

-Witkowski said he would like to acknowledge the special gift that John Hoes and Karen Stoehr gave to the Community and this was the display that they brought in from Neillsville. Witkowski said it was absolutely more than he anticipated and if there were any awards for citizen of the year, he would submit their names for this project. The first display was 135 photographs of people from Wisconsin who were killed in action. The second display was military boots that are no longer filled by soldiers because they did not come home. Witkowski said the display was very impressive and there was a lot of work and planning that went into the event. He helped on July 2

and 9. He said that George Washington was there and presented Purple Hearts. Witkowski also said they did a very touching table ceremony that he narrated. He noted there was a substantial expense involved in this and Hoes and Stoehr did a very good job coordinating everything. The Mayor attended and there were also speakers from Oneida. Witkowski was glad he was part of this event because it was a wonderful, wonderful event put on by only two people. Haskins said that he also attended the event and agreed that it was very, very nice. Erickson suggested that Witkowski contact the Volunteer Center to fill out forms for Stoehr and Hoes to be recognized

11. **Such Other Matters as Authorized by Law. None.**

Jim Belongia introduced himself to the Subcommittee. He was a teacher at Green Bay East for 31 years and has recently retired. He is very proud that he was part of the City Stadium renovation project and has always wanted to showcase the stadium. He is very patriotic and felt that a great way to show off City Stadium would be to have a run honoring veterans and raising money for veterans. The City Stadium Run for Veterans is in its fifth year and this year's event will take place on September 10, 2016 beginning at 8:00 am, see attached. In the past proceeds raised were given to various organization that help wounded soldiers, however, Belongia wanted to make it very clear that this is not associated in any way with the Wounded Warrior Project. This event typically generates \$7,000 - \$10,000 and proceeds of this year's event will benefit the Brown County Veterans Treatment Court which was started by former Sheriff Tom Hinz and is presided over by Judge Kelley. Veterans Court helps veterans who find themselves in legal trouble which is associated with injuries or conditions that are a result of being a veteran. Each veteran in the Veterans Court is assigned a mentor and proceeds from the City Stadium Run will be used to train mentors.

Belongia continued that this year's special guest will be former UWGB and Wisconsin basketball coach Dick Bennett. Belongia receives compliments every year on the course which utilizes three pedestrian parks and trails. The finish line is at the 50 yard line of City Stadium. Each participant will receive a tee shirt with their registration along with a wristband and a dog tag. Belongia asked if this Subcommittee would like to get involved in some capacity. He said that Dick Bennet will be at the finish line and he would really like to have veterans in uniforms at the finish line to high five participants as they finish. He also provided information for people to put out at various locations advertising the run. Belongia also talked about some skydivers that come down into the stadium at the end of the run.

Register of Deeds Cathy Williquette asked Belongia if he would like to have someone at the event to promote the Honor Rewards program. After explaining the program to Belongia, he said that he would like to have someone on hand during the time that run participants pick up their packets the night before the run.

12. **Adjourn.**

**Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:29 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

# 5K Run/Walk for Veterans

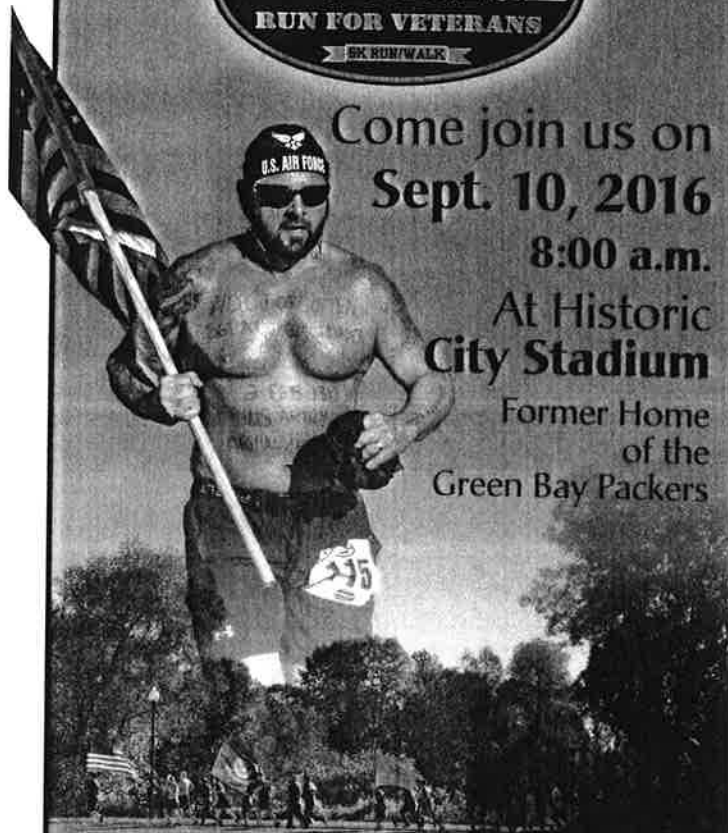


Come join us on  
**Sept. 10, 2016**

**8:00 a.m.**

At Historic  
**City Stadium**

Former Home  
of the  
Green Bay Packers



ALL PROCEEDS BENEFIT THE  
**NE WISCONSIN VETERANS TREATMENT COURT**



NEWVTC as  
presided by  
Judge Kelley

Special guest:  
Former UWGB  
and Wisconsin  
Basketball Coach  
Dick Bennett



Register at: [www.citystadiumrun.org](http://www.citystadiumrun.org)

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